



AGENDA ITEM NO.

COUNCIL MEETING 09-23-08

APPROVED BY

DEPARTMENT DIRECTOR *Randy R. Bruegman*

CITY MANAGER

September 23, 2008

FROM: RANDY R. BRUEGMAN, Fire Chief
Fire Department

BY: RAINER STREIB, Emergency Preparedness Officer
Fire Department

SUBJECT: ADOPTION OF THE EMERGENCY OPERATIONS PLAN

KEY RESULT AREA: 0209003000

Public Safety

RECOMMENDATION

Staff recommends the City Council adopt the attached Emergency Operations Plan (EOP).

EXECUTIVE SUMMARY

This EOP is a living document, and the Office of Emergency Services is responsible for updating the EOP on a regular basis to reflect and address the changing needs of the City of Fresno.

This plan is in accordance with:

- National Incident Management System (NIMS)
- National Response Framework (NRF) (formerly National Response Plan – NRP)
- Standard Emergency Management System, California (SEMS)
- Incident Command System (ICS)
- Fresno County Emergency Plan
- California State Emergency Plan

This plan is flexible enough for use in all emergencies and addresses the planned response and short-term recovery activities to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the City of Fresno.

KEY OBJECTIVES

The EPO provides gains in all three key objectives of Customer Satisfaction, Employee Satisfaction, and Financial Management. Customer Satisfaction will be enhanced by ensuring the effective and timely response to any emergency or disaster providing for an increased level of safety and security to citizens and personal property. Employee satisfaction will be enhanced by providing the necessary operational guidance documents in the form of checklists and by detailing the operational structure of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) for the City of Fresno.

Emergency Management organization. The benefits from a financial standpoint include an increased rapid response capability of the emergency management organization thus preventing loss of life and excessive property damage, the clarification of disaster declaration protocols and detailed guidance on the recovery organization to ensure the reimbursement of funds from the federal government during declared local emergencies or disasters.

BACKGROUND

The City of Fresno Office of Emergency Services has initiated the process of updating the 2005 Emergency Operations Plan.

This plan describes, at a high level, what the City's actions will be during a response to an emergency. Forthcoming annexes and appendices to this plan will describe, in more detail, existing departmental standard operations procedures (SOP), and hazard specific annexes. Furthermore, this plan describes the role of the Emergency Operations Center (EOC) and the coordination that occurs between the EOC, City departments, and other response agencies.

Finally, this plan describes how the EOC serves as the focal point between local, state, and federal governments in times of a disaster.

This plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the City of Fresno.
- Identifies the policies, responsibilities, and procedures required to protect the health and safety of City communities, public and private property, and the environmental effects of natural or technological disasters.
- Establishes the operational concepts and procedures associated with initial response operations (field response) to emergencies, the extended response operations (City of Fresno Emergency Operations Center activities), and the recovery process.
- Complies with the State of California Emergency Operations Plan "Cross Walk" checklist for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

This plan is designed to guide the reader or user through each phase of an emergency: preparedness, response, short-term recovery, and mitigation.

Prior to issuance, the plan was reviewed by all City of Fresno departments assigned a primary function in the Matrix of Responsibility. The City's EOP, dated August 2005, has been reviewed and updated to ensure it adequately addresses the types of emergencies and disasters, which may occur in the city of Fresno.

FISCAL IMPACT

No impact.

RRB/RS/mc 091708

Attachment: EOP

Table of Contents⁴

EOP MODIFICATIONS	4
FORWARD.....	5
OVERVIEW	6
PART I – GENERAL INFORMATION	7
AUTHORITY	7
EOC ORGANIZATIONAL CHART	9
CITY OF FRESNO – EMERGENCY OPERATIONS PLAN	10
FUNCTIONAL MATRIX	10
PART I – GENERAL INFORMATION	11
PART II – INITIAL RESPONSE OPERATIONS SUMMARY.....	13
PART III – EXTENDED RESPONSE OPERATIONS SUMMARY	13
PART IV-RECOVERY OPERATIONS SUMMARY	14
PART I – STANDARDIZED EMERGENCY MANAGEMENT SYSTEM	15
INCIDENT COMMAND SYSTEM	15
COORDINATION WITH OTHER SEMS LEVELS.....	21
PART 1 – HAZARD ANALYSIS.....	22
MAP OF INCORPORATION.....	25
MUTUAL AID REGIONS.....	26
PART 1 – HAZARDS AND THREATS.....	34
HAZARDS & THREATS MAP CITY OF FRESNO FIRE DEPARTMENT.....	36
PART 1 – CONTINUITY OF GOVERNMENT	37
PART 1 – EMERGENCY OPERATIONS PLAN MANAGEMENT	38
TRAINING ROSTER	41
INCREASED READINESS CHECKLIST ALL DIVISIONS	42
GENERAL RESPONSE CHECKLIST ALL DIVISIONS.....	43
HAZARDOUS MATERIALS CHECKLIST ECC	44
EARTHQUAKES CHECKLIST ECC	45
INCREASED READINESS CHECKLIST FIRE	46
TRANSPORTATION EMERGENCIES CHECKLIST	47
Train Accident.....	47
Major Vehicle Accident	48
Aircraft Accident – Civilian	48
Aircraft Accident – Military	49
DAM FAILURE CHECKLIST	50
HAZARDOUS MATERIALS CHECKLIST	51
EARTHQUAKE CHECKLIST	52
FLOODS CHECKLIST	53
EXTREME WEATHER CHECKLIST.....	54
INCREASED READINESS CHECKLIST POLICE.....	55
CORONER OPERATIONS CHECKLIST	56
TRANSPORTATION EMERGENCIES CHECKLIST	57
Train Accident.....	57
Major Vehicle Accident	58
Aircraft Accident – Civilian and Military	59
DAM FAILURE CHECKLIST	60
HAZARDOUS MATERIALS CHECKLIST	61
EARTHQUAKE CHECKLIST	62

FLOODS CHECKLIST	64
EXTREME WEATHER CHECKLIST	65
CIVIL DISTURBANCES CHECKLIST	66
TERRORISM CHECKLIST	67
INCREASED READINESS CHECKLIST PUBLIC WORKS	68
DAM FAILURE CHECKLIST	69
EARTHQUAKE CHECKLIST	70
FLOODS CHECKLIST	71
LANDSLIDES CHECKLIST	72
INCREASED READINESS CHECKLIST PARKS AND REC.	73
GENERAL RESPONSE CHECKLIST PUBLIC UTILITIES.....	74
INCREASED READINESS CHECKLIST CONVENTION CENTER.....	75
INCREASED READINESS CHECKLIST CITY CLERK.....	76
INCREASED READINESS CHECKLIST AIRPORT	77
INCREASED READINESS CHECKLIST FAX	78
INCREASED READINESS CHECKLIST OES.....	79
GENERAL RESPONSE CHECKLIST OES	80
INCREASED READINESS CHECKLIST PERSONNEL SERVICES	81
PART 2 – CONCEPTS OF OPERATIONS	82
PART 2 – INCIDENT COMMAND SYSTEM (ICS).....	84
TYPICAL INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART	85
PART 3 – EXTENDED RESPONSE OPERATIONS	86
CITY OF FRESNO - EMERGENCY OPERATIONS PLAN	88
EMERGENCY OPERATIONS CENTER	89
EMERGENCY OPERATIONS PLAN MANAGEMENT SECTION	89
GENERIC CHECK LIST	90
EOC DIRECTOR	91
EOC COORDINATOR.....	94
LIAISON OFFICER	96
AGENCY REPRESENTATIVES	98
EOC INCIDENT MANAGER	100
PUBLIC INFORMATION OFFICER	103
SAFETY OFFICER.....	105
LEGAL OFFICER.....	107
MANAGEMENT ADVISORY GROUP.....	109
EMERGENCY OPERATIONS PLAN OPERATIONS SECTION.....	111
OPERATIONS SECTION CHIEF	112
OPERATIONS SECTION CHIEF	113
FIRE SERVICE BRANCH DIRECTOR.....	115
URBAN SEARCH & RESCUE UNIT LEADER	117
HAZARDOUS MATERIALS UNIT LEADER	120
LAW ENFORCEMENT BRANCH DIRECTOR.....	122
LAW ENFORCEMENT OPERATIONS UNIT LEADER	124
FRESNO COUNTY CORONER UNIT LEADER	126
SECURITY OFFICER.....	128
CARE AND SHELTER UNIT LEADER (HUMAN)	130
CARE AND SHELTER UNIT LEADER (ANIMAL).....	132
CARE AND SHELTER UNIT LEADER (ANIMAL).....	133
PUBLIC WORKS BRANCH DIRECTOR	134
UTILITIES DEPARTMENT DIRECTOR	137

DAMAGE/SAFETY ASSESSMENT UNIT LEADER	139
PUBLIC WORKS UNIT LEADER	141
ADA UNIT LEADER.....	143
MEDICAL & HEALTH BRANCH DIRECTOR	145
EMS COORDINATOR.....	148
PUBLIC HEALTH UNIT LEADER.....	150
ENVIRONMENTAL HEALTH UNIT LEADER.....	152
MENTAL HEALTH UNIT LEADER	154
EMERGENCY OPERATIONS PLAN PLANNING/INTELLIGENCE SECTION	156
PLANNING INTELLIGENCE CHIEF	157
SITUATION UNIT LEADER	160
DOCUMENTATION UNIT LEADER.....	163
TECHNICAL SPECIALIST	165
DEMOBILIZATION UNIT LEADER.....	167
RESOURCE STATUS UNIT LEADER	169
EMERGENCY OPERATIONS PLAN LOGISTICS SECTION	171
LOGISTICS SECTION CHIEF.....	172
LOGISTICS SECTION CHIEF.....	173
COMMUNICATIONS UNIT LEADER	174
PURCHASING/SUPPLY UNIT LEADER	176
FACILITIES UNIT LEADER	178
INFORMATION SYSTEMS DEPARTMENT DIRECTOR.....	180
AIRPORT UNIT LEADER	182
FAX UNIT LEADER	184
EMERGENCY OPERATIONS PLAN FINANCE SECTION	186
FINANCE SECTION CHIEF	187
PERSONNEL UNIT LEADER	189
COMPENSATION AND CLAIMS UNIT LEADER	191
COST UNIT LEADER.....	193
VOLUNTEER UNIT LEADER	195
PART 3 - EMERGENCY OPERATIONS CENTER (SOPS)	197
PART 3 - 2101 "G" ST., BLDG. A -EOC LAYOUT	198
EOP SAMPLE PROCLAMATION.....	207
PART 4 – RECOVERY OPERATIONS ORGANIZATION.....	210
PART 4 – RECOVERY OPERATIONS ORGANIZATION.....	212
CITY OF FRESNO	212
RECOVERY OPERATIONS ORGANIZATION CHART	212
PART 4 – RECOVERY OPERATIONS RESPONSIBILITIES	213
PART 4 – DOCUMENTATION	215
AFTER ACTION REPORTS QUESTIONNAIRE.....	217
GLOSSARY OF ACRONYMS.....	223
GLOSSARY OF DEFINITIONS.....	227
ANNEX LIST	233
EMERGENCY OPERATIONS PLAN	234
CROSSWALK FOR PLAN REVIEW	234
CROSS REFERENCE	234

EOP MODIFICATIONS

This plan will be reviewed and revised by the City of Fresno OES annually. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management operations change³⁵.

Those agencies having assigned responsibilities under this plan are obligated to inform the City of Fresno OES when changes occur or are imminent. Proposed changes will be submitted, in writing, to the City of Fresno OES. After review and acceptance by the Director of OES, revisions shall be distributed to all departments/agencies identified within the EOP distribution list.

Every year, the entire EOP will be reviewed and if required; updated, ratified, republished, serialized, and redistributed. The City of Fresno OES will maintain records of revision to this plan in the register below³⁶.

EOP MODIFICATION REGISTER	
Modification	
Signature & Date	
Modification	
Signature & Date	
Modification	
Signature & Date	
Modification	
Signature & Date	
Modification	
Signature & Date	
Modification	
Signature & Date	
Modification	
Signature & Date	
Modification	
Signature & Date	
Modification	
Signature & Date	

ENDNOTES

The endnotes throughout this document refer to the Cross Walk for Plan Review found on page 234. The Cross Walk for Plan Review ensures crucial elements are included in the documentation to meet state and federal guidelines.

FORWARD

The City of Fresno Office of Emergency Services has initiated the process of updating the 2005 citywide Emergency Operations Plan (EOP). The following EOP denotes the first step in the revision process, capturing the “response” element from the 2005 EOP.

This plan describes, at a high level, what the city’s actions will be during a response to an emergency. Forthcoming annexes and appendices to this plan will describe, in more detail, existing departmental standard operations procedures (SOP), and hazard specific annexes.

Furthermore, this plan describes the role of the Emergency Operations Center (EOC) and the coordination that occurs between the EOC, city departments, and other response agencies.

Finally, this plan describes how the EOC serves as the focal point between local, state, and federal governments in times of a disaster.

This EOP is a living document and the Office of Emergency Services is responsible for updating the EOP on a regular basis, to reflect and address the changing needs of the City of Fresno.

This is in accordance with:

- National Incident Management System (NIMS)
- National Response Framework (NRF) (formerly National Response Plan – NRP)
- Standard Emergency Management System, California (SEMS)
- Incident Command System (ICS)
- Fresno County Emergency Plan
- California State Emergency Plan

This plan is flexible enough for use in all emergencies and addresses the planned response and short-term recovery activities to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the City of Fresno.

This plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the City of Fresno.
- Identifies the policies, responsibilities, and procedures required to protect the health and safety of City communities, public and private property, and the environmental effects of natural or technological disasters.
- Establishes the operational concepts and procedures associated with Initial Response Operations (field response) to emergencies, the Extended Response Operations (City of Fresno Emergency Operations Center activities), and the recovery process.

This plan is designed to guide the reader or user through each phase of an emergency: preparedness, response, short-term recovery, and mitigation. It is divided into the following parts: ¹

Prior to issuance, this plan will be reviewed by all City of Fresno Departments assigned a primary function in the Matrix of Responsibility. The plan will then be submitted to the City Council for adoption and promulgation. The approval date will be included on the title page.²

OVERVIEW

PART I – GENERAL INFORMATION

Focuses on the preparedness phase and is the "basic plan," which describes the structure of the City of Fresno's Emergency Management Organization. It explains the responsibilities and operational concepts for multi-hazard emergency preparedness, response, recovery, mitigation, and its role and responsibilities.

PART II – INITIAL RESPONSE OPERATIONS

Series of hazard-specific checklists designed to provide field-level responders with the basic considerations and actions necessary for effective emergency response. It also provides field-level responders with the framework to implement the SEMS/NIMS.

PART III – EXTENDED RESPONSE OPERATIONS

Outlines the operational procedures for City of Fresno Emergency Management Staff to conduct extended Emergency Response Operations, usually coordinated by the City of Fresno EOC. Addresses transition to the recovery phase and the framework for implementing SEMS.

PART IV – RECOVERY OPERATIONS

Addresses short term recovery and mitigation activities, describing the procedures to coordinate recovery operations and to mitigate future events within the City of Fresno. Describes procedures for obtaining state and federal disaster assistance funds for damage restoration and mitigation projects.

PART I – GENERAL INFORMATION

AUTHORITY

The following provides references for development of this plan, Emergency Authority for conducting and/or supporting emergency operations⁷:

FEDERAL

- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Army Corps of Engineers Flood Fighting (Public Law 84-99)
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- Homeland Security Presidential Directives (HSPD's)
- Americans with Disability Act Title II (ADA)
- Interim Emergency Management Planning Guide for Special Needs Populations
 - (Version 1.0 August 15, 2008)

STATE

- California Emergency Services Act, Chapter 7, of Division 1, of Title 2, of the Government Code
- SEMS Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), and (California Government Code section 8607, et sec)
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, section 2720-2728 of the California Code of Regulations), and (California Health and Safety Code, Division 20, Chapter 6.95, section 25503.5)
- California Department of Water Resources Flood Control (California Water Code section 128).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE of EMERGENCY
- Orders and Regulations which may be Selectively Promulgated by the Governor to take affect upon the Existence of a STATE of WAR

LOCAL

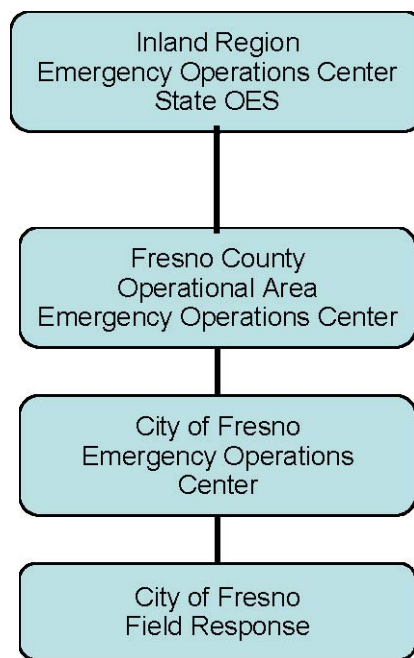
- City of Fresno Ordinance, No. 72-157
- Fresno Municipal Code, Article 27, No. 2-2701-2-2712

PART I – GENERAL INFORMATION

EOC HIERARCHY

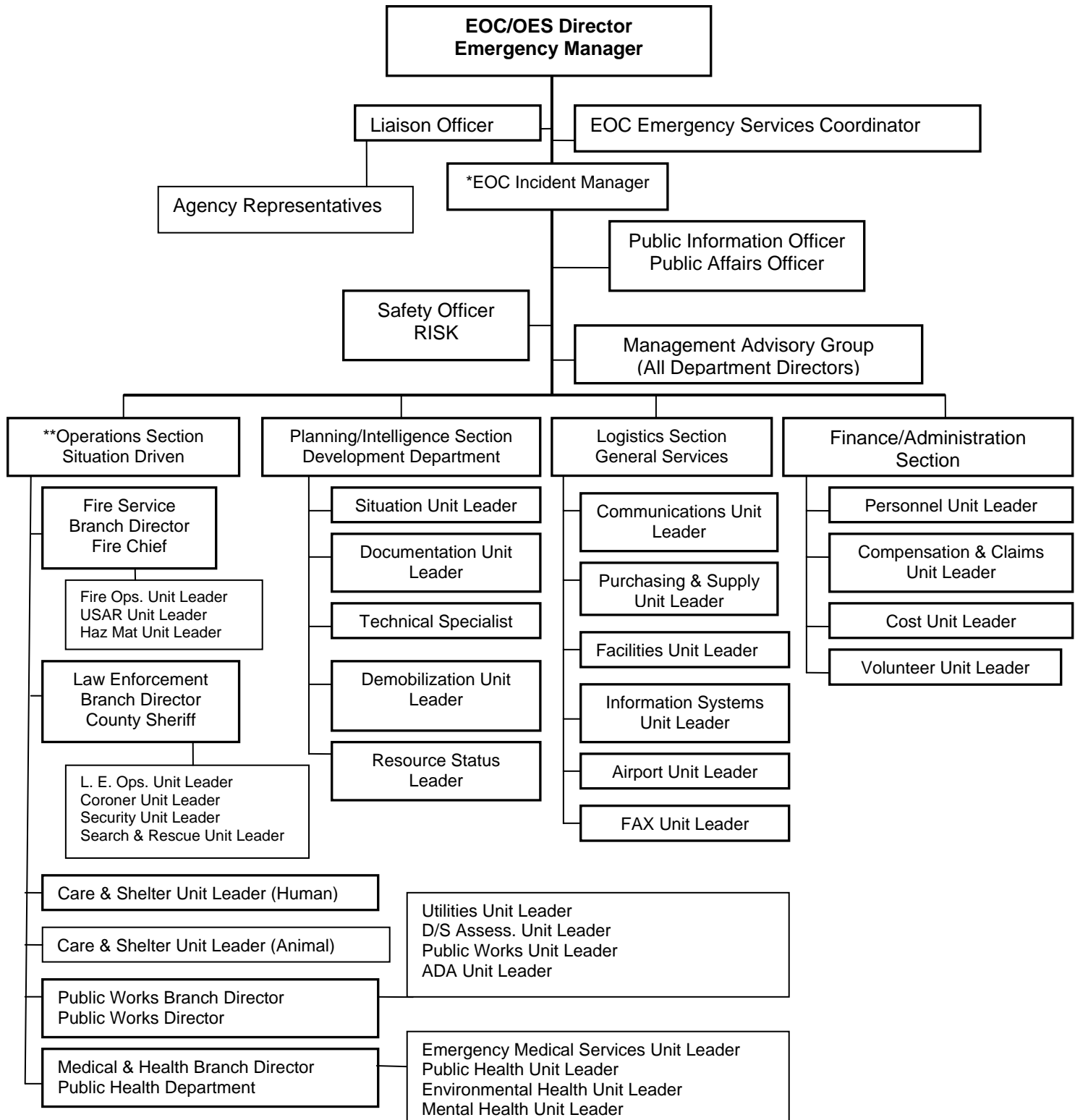
The City of Fresno Emergency Management Organization operates under the mandated SEMS/NIMS model. The City of Fresno is part of Fresno County Operational Area and the Governor's Office of Emergency Services (OES) Inland Region.

The City of Fresno will direct the Emergency Management Organization. The Director of OES is responsible for implementing the EOP through the efforts of the City of Fresno OES. The City of Fresno OES Organizational Chart is depicted on page 9. Within the Emergency Organization, departments and agencies have specified roles and responsibilities for certain functions. A functional matrix is shown on page 10.



CITY OF FRESNO - EMERGENCY OPERATIONS PLAN

EOC ORGANIZATIONAL CHART



*EOC Incident Manager will be staffed dependant on the nature of the incident.

**The Operations Section Chief position may be staffed differently dependant on the type and severity of the event.

CITY OF FRESNO – EMERGENCY OPERATIONS PLAN

FUNCTIONAL MATRIX

FINANCE	Personnel		LOGISTICS	OPERATIONS														Plan	MGMT	SEMS FUNCTIONS		
	Recovery			Communications	Purchasing	Transportation	Care & Shelter	Animal Care & Shelter	Search & Rescue	Environmental Health	Medical/Public Health	Utilities	Evacuation	Law Enforcement	Hazardous Materials	Fire/Heavy Rescue	Damage Assessment				Alerting & Warning	Situation Analysis
	P																			P	P	City Administration
	S																			P	S	City of Fresno OES
			S											P				S		P	P	Police
			S											S				S	P	P	S	Fire
	S														P				P			Public Works/Utilities
	S									P	P						S			P		Public Health/EMS
	S												P					S	P			Environmental Health (County)
																						Mental Health (County)
																			P			Development Department
																				P		City Attorney
	S														P							Agricultural Commissioner/SPCA
	P																					Auditor/Controller/Recorder/Finance
	S	S	S		S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	OES Inland Region
							S		S		S	S					S	S				EMS
																	P					Parks & Recreation/Convention Center
			P																			Information Services Department
									P								P					Fresno Area Express (FAX)
						S														P		Airport
			P														P	P	P			General Services

P = Primary Responsibilities

S = Support Responsibilities

PART I – GENERAL INFORMATION

GENERAL/SCOPE

The purpose of this Emergency Operations Plan (EOP) addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters. A buildup or warning period, providing sufficient time to warn the public will precede some emergencies and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the EOP and efficient and coordinated mobilization and deployment of resources using SEMS/NIMS protocols. All departments and agencies of the City of Fresno must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid.⁵

EMERGENCY PHASES

Emergency Management activities during peacetime and National Security emergencies are often associated with the four federally defined phases:

- Preparedness
- Response
- Recovery
- Mitigation

PREPAREDNESS PHASE

Preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. Preparedness activities fall into two basic areas: Readiness and Capability.

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include⁶:

- Implementing hazard mitigation projects
- Developing hazard analysis
- Developing and maintaining emergency plans and procedures
- Conducting general and specialized training
- Conducting exercises
- Developing mutual aid agreements
- Improving emergency public education and warning systems

PREPAREDNESS STANDARD OPERATING PROCEDURE

The City of Fresno Departments who have responsibilities in this plan are also required to prepare SOP detailing personnel assignments, policies, notification rosters, and resource lists.

Emergency Response Personnel should be acquainted with these SOP, and receive periodic training on the policies and procedures contained within the SOP. Capability activities involve the procurement of items, tools, or training necessary to complete the task(s) or mission(s).

Capability activities might include:

- Assessment of City of Fresno and Operational Area resources
- Comparison and analysis of anticipated resource requirements and resources
- Identification of local sources to meet anticipated resource shortfall

RESPONSE PHASE

Response phase includes increased readiness, initial response, and extended response activities. Upon receipt of a warning or the observation that an emergency situation is imminent, the City of Fresno will initiate actions to increase its readiness.

Events which may trigger increased readiness activities include:

- Issuance of a credible long-term earthquake prediction
- Receipt of a flood advisory or other special weather statement
- Receipt of a potential dam failure advisory
- Conditions conducive to wild land fires, such as the combination of high heat, strong winds, and low humidity
- An expansive hazardous materials incident
- A rapidly-deteriorating international situation that could lead to an attack upon the United States of America
- Information or circumstances indicating the potential for acts of violence or civil disturbance
- Power outages
- Debris fires
- Excessive cold/heat emergencies

INCREASED READINESS

Increased readiness activities may include, but are not limited to:

- Briefing of the Fresno City Council, Chief Administrative Officer, Management Advisory Group and key officials of the City of Fresno and Fresno County OES
- Briefing of Special Districts within the City of Fresno
- Reviewing and updating of the City of Fresno EOP & Departmental SOP
- Increasing public information efforts should focus on the general public and special needs population
- Accelerating training efforts
- Inspecting critical facilities and equipment, including the testing of warning and communications systems
- Recruiting additional staff and Disaster Service Workers
- Warning threatened elements of the population – continual updates
- Conducting precautionary evacuations in the potentially impacted area(s)
- Mobilizing personnel and pre-positioning resources and equipment
- Contacting state and federal agencies that may become involved in field activities

INITIAL RESPONSE

Initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster.

PART II – INITIAL RESPONSE OPERATIONS SUMMARY

Provides hazard-specific guidance to the departments who are responsible for initial response operations in the City of Fresno and Operational Area. Examples of initial response activities include:

- Making all necessary notifications, including City Departments and personnel, the Fresno Operational Area Coordinators, and Special Districts
- Disseminating warnings, emergency public information, and instructions to the citizens of the City of Fresno
- Conducting evacuations and/or rescue operations
- Caring for displaced persons and treating the injured
- Conducting initial damage assessments and surveys
- Assessing need for mutual aid assistance
- Restricting movement of traffic/people and unnecessary access to affected areas
- Developing and implementing Incident Action Plans

EXTENDED RESPONSE

Extended response activities are primarily coordinated in the City of Fresno EOC. Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

PART III – EXTENDED RESPONSE OPERATIONS SUMMARY

Provides specific guidance for conducting Extended Response Operations, including those functions performed by the City of Fresno EOC staff. EOC staff consists of individuals temporarily assigned, by their functional management, for the duration of a specific emergency incident.

Examples of extended response activities include:

- Preparing detailed damage assessments
- Operating mass care facilities
- Conducting coroner operations
- Procuring required resources to sustain operations
- Documenting situation status
- Protecting, controlling, and allocating vital resources
- Restoring vital utilities
- Tracking resource allocation
- Conducting advance planning activities
- Documenting expenditures
- Developing and implementing Action Plans for Extended Response Operations
- Disseminating emergency public information
- Declaring a local emergency
- Coordinating with state and federal agencies working within the city
- Developing demobilization plans

RECOVERY PHASE

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term. Ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat.

PART IV-RECOVERY OPERATIONS SUMMARY

Describes in detail the roles and responsibilities of each level of government following a disaster. Recovery operations address the procedures for accessing Federal and state programs available for individual, business, and public assistance following a disaster. Examples of recovery activities include:

- Restoring utilities
- Applying for state and federal assistance programs
- Conducting hazard mitigation analysis
- Identifying residual hazards
- Determining and recovering costs associated with response and recovery
- Demobilizing operations
- After action reporting

MITIGATION PHASE

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the City of Fresno. Mitigation efforts may include, but are not limited to:

- Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes
- Initiating structural retrofitting measures
- Assessing tax levees or abatements
- Emphasizing public education and awareness
- Assessing and altering land use permits

PART I – STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

INCIDENT COMMAND SYSTEM

PURPOSE

SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. City of Fresno management to provide, coordinate, and implement SEMS training to all City employees, directed solely by their department¹⁰.

GENERAL

The ICS is a nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

FUNCTIONS

The five functions of the ICS organization are command, operations, planning/intelligence, logistics, and finance/administration. **MANAGEMENT** is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. **OPERATIONS** are responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan. **PLANNING/INTELLIGENCE** is responsible for the collection, evaluation, documentation, and use of information about the development of the incident. **LOGISTICS** are responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident. **FINANCE/ADMINISTRATION** is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by the other functions.

PRINCIPLES

The principles of ICS are that the system provides the following kind of operations: single jurisdictional/agency involvement, single jurisdictional responsibility with multiple agency involvement, and multiple jurisdictional responsibility with multiple agency involvement. The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. The system will be applicable and acceptable to all user agencies. The system is readily adaptable to new technology. The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease. The system has basic common components in organization, terminology, and procedures.

COMPONENTS

The components of ICS are:

- Common terminology
- Modular organization
- Unified command structure
- Consolidated action plans
- Manageable span-of-control
- Pre-designated incident facilities
- Comprehensive resource management
- Integrated communications

Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.

MODULAR ORGANIZATION

Modular organization is the method by which the ICS organizational structure develops, based upon the type and size of an incident. The organization's staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander (IC).

At all incidents, there will be five functions: command, operations, planning/intelligence, logistics, and finance/administration. These may, as the incident grows, be organized and staffed into sections. Initially, the IC may be performing all five functions. Then, as the incident grows, each function may be established as a section with several units under each section.

UNIFIED COMMAND

Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability²¹.

CONSOLIDATED INCIDENT ACTION PLANS

Consolidated incident action plans identify objectives and strategy determinations made by the IC for the incident based upon the requirements of the affected jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated Action Plan for an incident documents the tactical and support activities required for the operational period.

Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.

PRE-DESIGNATED INCIDENT FACILITIES

The need for pre-designated incident facilities is identified within ICS. The determination of the types and locations of facilities to be used will be based upon the requirements of the incident. Selection of facilities shall take into consideration all ADA guidance policies.

COMPREHENSIVE RESOURCE MANAGEMENT

Comprehensive resource management is the identification, grouping, and assignment and tracking of resources.

INTEGRATED COMMUNICATIONS

Integrated communications are managed through the use of a common communications plan and an incident-based Emergency Communications Center (ECC) established for the use of tactical and support resources assigned to the incident.

MUTUAL AID SYSTEM

The foundation of California's Emergency Planning and Response is the Governor OES, statewide Mutual Aid System; designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s).

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions and three administrative regions. The City of Fresno is located within Mutual Aid Region V. The map on page 26 shows the OES Mutual Aid and Administrative Regions²⁶.

DISCIPLINE-SPECIFIC MUTUAL AID

The statewide system includes several discipline-specific mutual aid systems, such as, but not limited to, fire and rescue, law enforcement, and Emergency Medical Services (EMS). The adoption of SEMS does not alter existing mutual aid systems.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue, and Law Enforcement Mutual Aid Coordinators have been selected and function at the operational area, regional and state levels.

Regional Disaster Medical Health Coordinators have been identified for each mutual aid region to coordinate medical mutual aid during disasters. It is expected that, during a disaster, the Fresno Operational Area Mutual Aid Coordinators, or their designees, will be assigned to the City of Fresno EOC.

The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next SEMS level.

VOLUNTEERS

Volunteer and private agencies are part of the City of Fresno's mutual aid system. The American Red Cross and Salvation Army are essential elements of the City of Fresno's response capabilities to meet the care and shelter needs of disaster victims. Private sector medical/health resources are also an essential part of the City of Fresno's medical response.

Volunteer and private agencies mobilize volunteers and other resources through their own systems. (These agencies are represented at the City of Fresno EOC when activated.)

COORDINATION OF REQUESTS

Incoming mutual aid resources may be received and processed at several types of facilities including marshaling areas, mobilization centers, and incident facilities.

Marshaling areas are used for the complete assemblage of personnel and other resources prior to being sent directly to the disaster site.

Mobilization centers are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release, or reassignment.

Incident facilities include incident command posts (ICP), staging areas, bases, and camps. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

During a proclaimed emergency, outside of the normal law and fire mutual aid systems, the Fresno operational area will coordinate mutual aid requests between the City of Fresno, the City of Fresno Member Jurisdictions, and the State OES Inland Regional Emergency Operations Center (REOC). Requests should specify, at a minimum:

- Number and type of personnel needed, and/or type and amount of equipment needed
- Reporting time and location
- Authority to who forces should report
- Safe access routes into the affected area(s)
- Estimated duration of operations
- Risks and hazards

MUTUAL AID AGREEMENTS

The following depicts the mutual aid agreements in which the City of Fresno is a participant:

- California Master Mutual Aid Agreement
- Region V Fire and Rescue Operations Plan
- Region V Law Enforcement Mutual Aid Agreement
- Region V Public Works Mutual Aid Agreement
- Region V Medical Services Mutual Aid Agreement

MULTI-AGENCY/INTER-AGENCY COORDINATION

The multi-agency or inter-agency coordination is the decision-making system used by member jurisdictions of the City of Fresno. Multi-agency or inter-agency coordination are agencies and disciplines involved at any level of the SEMS organization working together to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritizing of incidents.

SEMS/ICS FUNCTIONS

There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state; each level is activated as needed.

The field response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

The local government level manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.

The operational area level manages and/or coordinates information, resources, and priorities among special districts; serves as the coordination and communication link between the local government level and the regional level, within the system.

The operational area includes all the jurisdictions and special districts within the Fresno County geographical area. The City of Fresno is the lead agency for the incidents within the City of Fresno.

The regional level manages and coordinates information and resources among operational areas within the mutual aid region designated and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities.

The state level manages state resources in response to the emergency needs of the other levels; manages and coordinates mutual aid among the mutual aid regions; and between the regional level and state level. It also serves as the coordination and communication link with the federal disaster Response System²².

COORDINATION WITH OTHER LEVELS OF GOVERNMENT

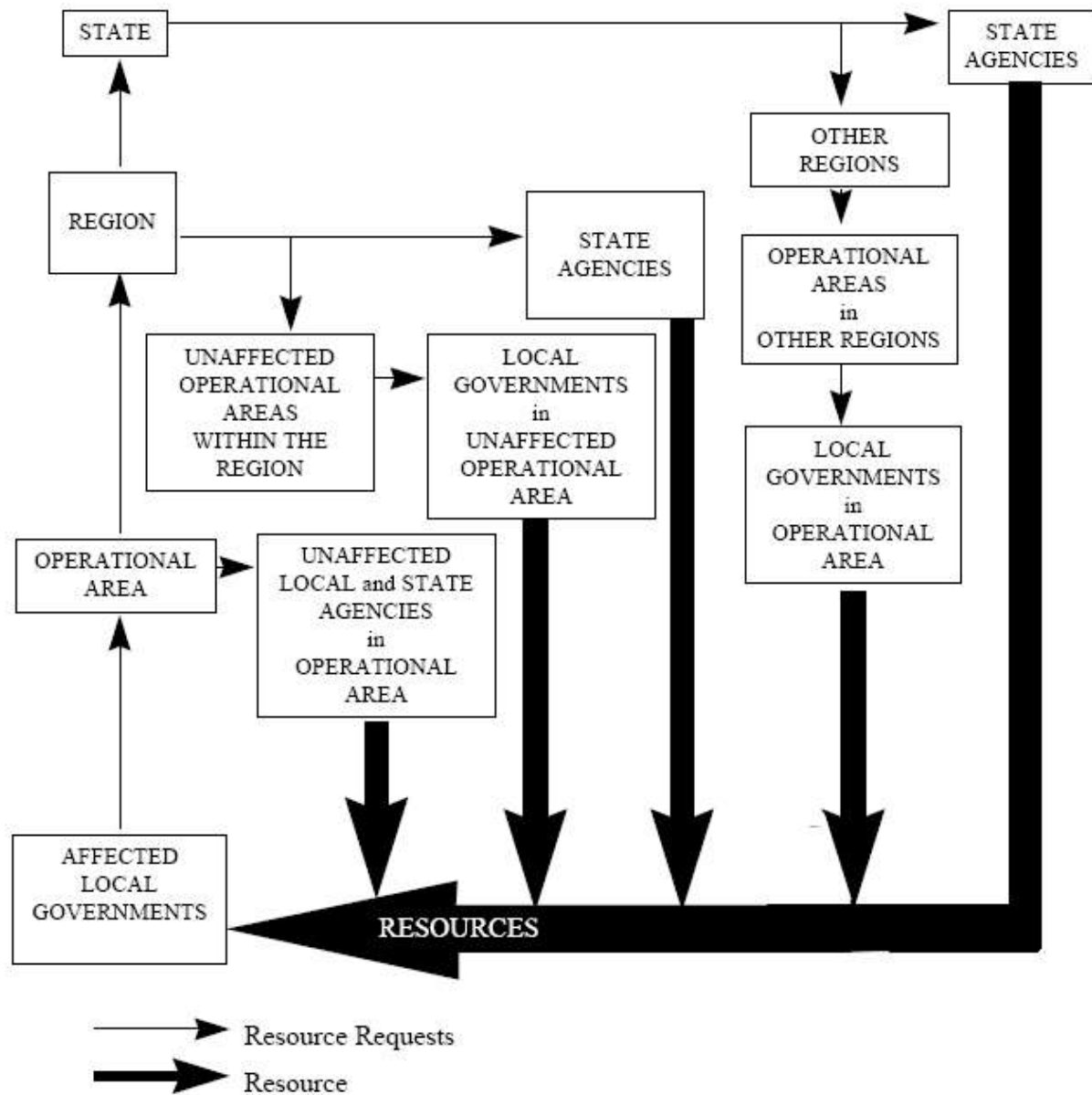
The City of Fresno has identified jurisdictions, special districts, volunteer agencies, and private agencies within the geographical area that may have an emergency response role during an emergency or disaster that affects the City of Fresno (their emergency roles and provisions for coordination have been identified). The diagram on page 20 illustrates how the City of Fresno will coordinate with other agencies during an emergency or disaster.

The City of Fresno will also work with state and federal agencies that have emergency responsibilities to ensure they are integrated into the City of Fresno emergency operations²¹.

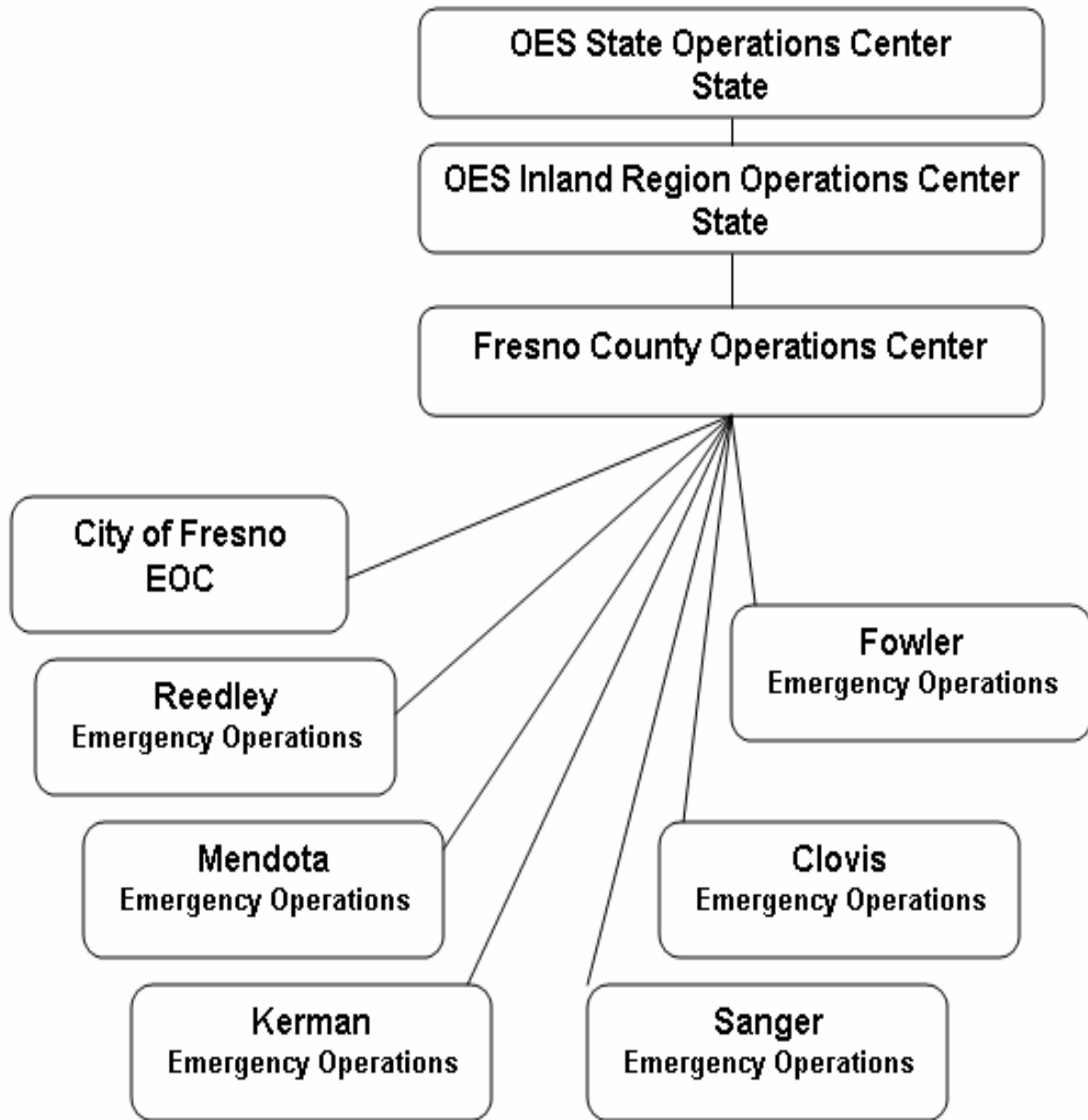
EMERGENCY SERVICES MUTUAL AID SYSTEM

The Emergency Services Mutual Aid System encompasses all other emergency services mutual aid that is not included in other systems (e.g., Public Works, Safety Assessment Program), which is also known as non-discipline specific mutual aid. Requests are coordinated and met through utilization of the Standardized Emergency Management System (SEMS). Emergency Managers Mutual Aid (EMMA) is a sub-system with the purpose of providing emergency management personnel from unaffected areas to support disaster operations in affected jurisdictions. Further information on EMMA can be found in the Emergency Managers Mutual Aid Plan.

MUTUAL AID -GENERAL FLOW OF REQUESTS AND RESOURCES



COORDINATION WITH OTHER SEMS LEVELS



PART 1 – HAZARD ANALYSIS

CITY OF FRESNO DEMOGRAPHY PROFILE

GENERAL DESCRIPTION

The City of Fresno is located in the heart of the fertile green San Joaquin Valley of Central California. It is a city rich in heritage and a place where progress is the byword. Fresno is the County seat of Fresno County and also is the base of many state and federal operations. The city has an incorporated area of 107 square miles and a population of approximately 441,870. The Fresno County areas immediately surrounding the city provide varied and diversified agricultural products, employing thousands of additional seasonal agricultural workers. Another 68,000 people live in residential communities adjacent to the city limits, primarily north and east of the city. Private enterprise has discovered that Fresno offers an ideal location for plant sites because of its central location to the agricultural market belt of California and unmatched transportation facilities. The city enjoys a comfortable climate, with an average year-round temperature of 76 degrees. There are extremes, although the temperatures on occasion exceed 100 degrees in the summer and a low of 25-30 degrees in winter, such temperature extremes are limited to short periods of time. The average rainfall is 17 inches with the rainy season extending from late October to early April. Elevation at the Fresno Air Terminal is 328 feet above mean sea level.

Within the city limits of Fresno is found a cross section of residential, commercial, and industrial areas that include an area rich in historical buildings and architecture. The City of Fresno offers an abundance of newly constructed, expensive, and beautifully landscaped homes. The majority of industry is located in the industrial tracts in the southeast part of the city. The major downtown commercial district is bounded by State Route 99 on the west and Divisadero/Tulare Streets on the east, with Thorne Avenue on the north, and Jensen Avenue on the south. The commercial district serves as the hub of Fresno City and Fresno County and is the base for all city, county, state, and federal offices, together with the judicial courts. In recent years the commercial aspect of the downtown district has begun an exodus to newly built indoor shopping mall complexes in the north part of the city, which has had the effect of decentralizing the business community. There remains, however, numerous high-rise office buildings in the core area with new mid-, and high-rise buildings under construction in other parts of the city. The industrial area is located primarily between the two north/south rail lines, Union Pacific ("UP"), and Burlington Northern Santa Fe ("BNSF") which bisect the city. Fresno is a main freight switching terminal for the BNSF and UP railroads, (Amtrak also uses BNSF rails). Transportation to and from Fresno is supplied by four major highways, Freeway 99 (north/south), Highway 41 (north/south), State Route 168 (east/west), and State Route 180 (east/west).

Fresno is a main freight-switching terminal for the Union Pacific Railroad and Burlington Northern Santa Fe Railroad (Amtrak also uses BNSF Santa Fe rails). Air transportation (both passenger and cargo) as well as general aviation activities are handled at two airports located within the city limits.

In this chapter are maps depicting the City of Fresno operational areas, the Governor's OES Inland Region, and the OES Mutual Aid and Administrative Regions.

POPULATION

As of the 2000 census, Fresno has 441,870 permanent residents. The City had continued growth of approximately 1.9% since the last census. Within the community are found the following racial/ethnic groups:

- 37.3% Anglo-American
- 39.9% Mexican-American
- 8.0% African-American
- 11.1% Asian and Pacific Islanders
- 23.7% Other

During the height of the agricultural harvest season, there is an influx of an additional 7,000 to 9,000 predominantly Mexican-American migrant farm workers.

The population includes a high number of special needs individuals requiring specialized attention by trained or medical personnel. For example, there are over 6,800 deaf and hearing impaired individuals residing in the area.

HIGHWAYS/ROADS/RAIL LINES

There are four major highways, State Routes: 41, 99, 168, and 180. In addition, there are two major rail lines, the Union Pacific (UP), and the Burlington Northern Santa Fe (BNSF).

The City of Fresno recognizes that the planning process must address each hazard that threatens the City and its jurisdictions.

HAZARDOUS MATERIALS

The City of Fresno is vulnerable to a wide range of threats. In recent years, it has experienced several disastrous events such as floods, fires, and storms. The increased use, storage, and transportation of numerous hazardous materials further complicate the threat picture.

The City of Fresno is home to many companies and industries that manufacture, store, use, and dispose of toxic materials. The area is highly exposed to hazardous materials transported over major interstate highways, state routes, and railways. On any given day, a vast assortment of petroleum products, agricultural pesticides, and industrial chemicals are moved within and through the City of Fresno with the possibility of generating a hazardous materials incident.

Hazardous Materials Emergencies, primarily due to surface route and rail accidents, have occurred and will continue to occur in the City of Fresno. Although most of these incidents have been easily handled, the potential for and extreme threat to life and property is quite high. Therefore, this plan has been developed to utilize multi-agency, multi-discipline, and multi-jurisdictional resources to successfully counter the effects of an emergency involving hazardous materials. Additionally, the City of Fresno Hazardous Materials Area Plan has been developed and is utilized as the responsive guidelines to hazardous materials incidents.

HAZARD IMPACTS

The City of Fresno, with its varying topography, mix of urban and rural areas, and rapidly growing population, is subject to a wide variety of negative impacts from various hazards and threats. There are three broad categories of hazards; natural, technological, and domestic security threat. These hazards are broken down as follows:

NATURAL HAZARDS

- Earthquakes
- Floods
- Wild land fires
- Extreme weather/storm
- Debris/recycling facility fires
- Landslides

TECHNOLOGICAL HAZARDS

- Dam failure
- Hazardous material
- Transportation emergencies
- Train accident
- Major truck accident
- Airplane crash

DOMESTIC SECURITY THREATS

- Civil unrest
- Terrorism
- Electrical power outages

MUTUAL AID REGIONS



PART 1 – HAZARD ANALYSIS

EARTHQUAKES⁴⁸

Although the City of Fresno is not known for its seismic activity, it is imperative that we plan for the potential for an earthquake disaster. In any earthquake, the primary consideration is saving lives. Time and effort must also be given to providing for peoples mental health by reuniting families, providing shelter to the displaced persons, and restoring basic needs and services. A major effort will be needed to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and temporary housing for affected citizens.

There are many earthquake faults in California. Depending on the magnitude and epicenter, there is a potential that the City of Fresno may be affected. The following faults located within and adjacent to the City of Fresno will be discussed: The Central Valley Coast Range Blind Thrust Fault, and the San Andreas Fault. The following is a breakdown of where these faults are located, and what kind of hazardous potential they may present to the City of Fresno.

The Central Valley Coast Range Blind Thrust Fault is located parallel to Interstate-5 along the topographic break in slope between the Diablo Range and the San Joaquin Valley. This fault system is seismically active, but is not completely mappable at the surface; it increases the design earthquake ground motion for Gustine, Santa Nella, and Los Banos. This fault is the cause of the 1983 Coalinga earthquake. The maximum earthquake magnitude measured on this fault was 6.8 Mw.

The San Andreas Fault is the largest and most active fault in California and is located about 24 miles west of Pacheco Pass. Earthquakes on this fault will be the source of long duration but distant ground motion felt within the City of Fresno. The maximum earthquake magnitude measured on this fault was a 7.9 Mw.

While there is no record of any seismic activity originating in the city, other than tremors on the west side close to the San Andreas Fault, the City of Fresno has been shaken by earthquakes originating elsewhere. There is documented evidence of six earthquakes that shook the area in 1872, 1906, 1952, 1966, 1984, and 2004.

The City of Fresno has been very fortunate in the past and has not suffered any loss of life. The possibility of future earthquakes of equal or greater magnitude than those from previous years could cause many casualties and extensive property damage in the city. This could be aggravated by aftershocks and by the secondary effects of fire, landslides, and dam failure.

There are various land use controls or methods for addressing seismic hazards. Avoiding a hazard such as a fault zone may be the best solution when planning new land uses. The Alquist-Priolo Special Studies Zone Act (1973) was created to prohibit the location of most structures for human occupancy across the traces of active faults, thus lessening the hazard of fault rupture. Cities and counties affected by the zones must regulate certain development projects within the zones and should withhold development permits until geologic investigators demonstrate that the sites are not threatened by surface displacement from future faulting.

Ground settlement may occur in unconsolidated valley sediments, many of which are saturated with water. These sediments represent the poorest kind of soil condition for resisting seismic shock waves. The changes that occur, such as liquefaction and loss of strength in fine-grained materials,

can result in ground cracking, unequal settlement, subsidence, and other surface changes. A great deal of soil compaction and settlement can also result from seismic ground shaking. If the sediments, which compact during an earthquake, are saturated, water from voids is forced to the ground surface, where it emerges in the form of mud spouts or sand boils. If soil liquefies in this manner, (liquefaction) it loses its supporting capacity with the result that structures may settle into the ground. The extent of damage ranges from minor displacement to total collapse.

Engineering treatment of either the ground or structures of both can sometimes stabilize hazards, such as liquefaction. However, these solutions are often temporary and high cost may not justify their use. Other alternatives include land use restrictions or controls through special ordinance.

Regulating the type or density of use in a given area can be effective in handling potential hazards. Agriculture, recreation, or commercial uses for seismic hazard areas. Similarly, certain low occupancy uses may be acceptable in some risk areas, whereas high occupancy uses or critical facilities (schools, hospitals) may not be.

POTENTIAL LIQUEFACTION

Although no specific liquefaction hazard areas have been identified in the city, this potential is recognized throughout the San Joaquin Valley where unconsolidated sediments and a high water table coincide. It is reasonable to assume that liquefaction hazards exist in many of the city's wetland areas. The city's wetlands are generally adjacent to the San Joaquin River and extend west towards State Highway 99.

EXPECTED DAMAGE

If a significant earthquake were to occur within Fresno County, it can be assumed that the following problems would arise.

MEDICAL FACILITIES

Community Medical Center, also located in the City of Fresno, holds 459 beds. Kaiser Foundation Hospital is located on the northern boundary of the City and holds 169 beds. Also located on the northern boundary is Saint Agnes Medical Center, maintaining a 436 bed facility. Centrally located within the City is the Veterans Administration Medical Center and holding 262 beds. In the event of a significant earthquake, each of these facilities are expected to suffer damage and operate at reduced efficiency. Numerous after-care facilities and nursing homes will be effected and should be taken into consideration. Additionally, Fresno County Health Department has mobile hospital beds with expansion capability.

COMMUNICATIONS SYSTEM

System failures, overloads, loss of electrical power, and possible failure of some alternate power systems will affect telephone systems. Immediately following an event, numerous failures will occur. Telephone, radio, and microwave systems are all expected to be effected and operate at a decreased capacity.

UTILITIES

A complete disruption of public utilities would occur in more heavily impacted areas for a period in excess of 72 hours. Transmission lines are vulnerable to many hazards, due to their length and remoteness of the lines. Damage to generation/substations may cause outages. Damages to generation affect production. Damage to substations affects delivery. Repairs to electrical equipment require physically clearing roadways, and movement of special equipment.

Restoration of local electrical power will be coordinated with regional and local utility representatives. Much of the affected areas may have service restored in days. However, a severely damaged underground distribution system may create longer service delays.

Damage to natural gas facilities serving the Fresno County area may consist primarily of isolated breaks in major transmission lines. Breaks in mains and individual service connections within the distribution system will be significant. With this many leaks the potential for fire is great. Restoration of natural gas service could be significantly delayed.

POTABLE WATER

Water availability and distribution for supporting life and treating the sick and injured is always a concern in any disaster. The city water supply comes from various sources, such as wells and city distribution systems, not from the local dams. There is still a threat that an earthquake could disrupt area water supply through broken distribution lines or contamination from broken sewer systems. Therefore, potable water will most likely have to be supplied in these areas by outside sources.

TRANSPORTATION SYSTEMS

Transportation routes may be affected. Highways 99, 41,168, and 180 may be impassable for up to 72 hours. Both the Burlington Northern Santa Fe and Union Pacific Railroads could sustain damage that would render them inoperative due to track damage.

HAZARDOUS MATERIALS FACILITIES

The City of Fresno is home to many companies and industries that manufacture, store, use, and dispose of toxic materials. Fresno is highly exposed to hazardous materials transported over major interstate highways, state routes, and railroads. On any given day, a vast assortment of petroleum products, agricultural pesticides, and industrial chemicals are moved within the City with the possibility of generating a hazardous materials incident. A natural disaster, such as an earthquake, cannot only cause a hazardous materials event, but it can also cause it to escalate. Emergency response crews may be delayed due to effects of the earthquake by causing roadway blockages and building collapse.

DAM FAILURE⁴⁷

There are three major dams adjacent to the City of Fresno with known populations in their respective inundation areas. Virtually no urban area in the City is free from flooding in the event of dam failure. The probability of dam failure is heightened by seismic activity in the vicinity of major fault zones.

A failure of Friant Dam could result in 520,000-acre feet of water being released. The flood plain resulting from such a release would place residents of Clovis and Fresno areas in imminent danger. The possibility of dam failure with resulting floods should be acknowledged.

It is necessary to consider the potential for seiches in the event of a major earthquake near Friant Dam. Seiches are an oscillation of the water in a lake, bay, etc. caused by changes in atmospheric pressure, seismic disturbances, winds, or waves.

After any earthquake, there will be a loss of income. Individuals can lose wages due to businesses inability to function because of damaged goods or facilities. Due to business losses, the City of Fresno and the cities in the County of Fresno will lose revenue. Economic recovery from even a minor earthquake is critical to these communities.

FLOODS

The primary flood control concerns for the City of Fresno are the controlled releases from Friant Dam via the San Joaquin River; Red Bank Dam, via Red Bank Creek; Big Dry Dam, via Big Dry Creek. For the City of Fresno emergency organization, there are two flood stages.

WARNING STAGE

The Stage at which initial action must be taken by concerned interests (livestock warning, removal of equipment from lowest overflow areas, or simply general surveillance of the situation). This level may produce over bank flows sufficient to cause minor flooding of low-lying lands and local roads.

FLOOD STAGE

The Stage at which over bank flows are of sufficient magnitude to cause considerable inundation of land and roads and/or threat of significant hazard to life and property.

CONTROLLED RELEASE

Controlled releases can be a prelude to localized flooding or complete inundation of flood prone areas within the City. Severe weather, unexpected runoff or mechanical malfunctions sometimes generate these necessary releases. Controlled releases are managed by the Bureau of Reclamations.

DAM FAILURE⁴⁷

Dam failure is the collapse or failure of an impoundment that causes significant downstream flooding. Flooding of the area below the dam may occur as the result of structural failure of the dam, over topping, or a seiche.

A severe storm, earthquake, or erosion of the embankment and foundation leakage may cause the collapse and structural failure of Dams. Seismic activity may also cause inundation by the action of a seismically induced wave that overtops the dam without causing failure of the dam, but significant flooding downstream. Landslides flowing into Lakes and Reservoirs may also cause dams to fail or overtop.

The catastrophic failure of dams will have severe consequences. Foremost, are injuries, loss of life, limited transportation routes and a decrease in vital utilities. Additionally, because of the City's strong agricultural influences significant downstream property damage and the loss of domestic and farm production animals will be a major concern.

INUNDATED AREAS

"Dam Failure" inundation areas more specific emergency preparedness information and potential hazards can be found in the individual emergency plans for each dam. These plans are available at the Fresno County OES and will be available to the City of Fresno EOC when activated. Specific inundations maps are maintained by the City of Fresno GIS Coordinator for EOC use.

FACILITIES AFFECTED

Facilities affected by a dam failure are:

- Hospitals
- Schools
- Utilities
- Agriculture
- Sanitation
- Residential

EXTREME WEATHER EMERGENCIES

The City of Fresno was certified by the National Weather Service as a “Storm Ready” community in 2007. “Storm Ready” communities are better prepared to save lives from the onslaught of severe weather through better planning, education, and awareness.

The City of Fresno is susceptible to extreme weather/storm conditions. Extreme weather conditions is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme heat or cold, and drought. Extreme weather may cause a variety of damages, depending on the type or weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction of a tornado. Extreme weather such as a drought can have long-term economic repercussions.

HAZARDOUS MATERIALS⁴⁶

The production and use of hazardous materials has become a normal part of every day life. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous Materials require special care and handling because of the hazards they pose to the public’s health and safety, and the environment. For this special care the City has a fully developed Hazardous Materials Response Team (HMRT). This team is staffed by City of Fresno Fire Department personnel and on call environmental health personnel. The City of Fresno Area Plan has been developed to more specifically address hazardous materials response.

A hazardous incident is the uncontrolled release of a hazardous substance(s) during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes, used simultaneously by commuters and hazardous materials transports.

Due to the multitude of hazardous substances being transported in California, incidents are more likely to occur along highways and railways. Fixed facilities do have occurrences of hazardous materials incidents. Fixed facilities include: chemical manufacturing, chemical processing facilities, manufacturing, and light industrial facilities.

Agriculture is one of the City’s major industries. The potential for hazardous materials incidents are heightened. Accidental releases of pesticides, fertilizers, and other agricultural chemicals may be harmful to the public’s health, safety, and the environment.

Illegal manufacturing of drugs in clandestine laboratories has become another potential for a hazardous materials incident. The residue and hazardous waste from these laboratories are illegally dumped, posing a threat to public health, safety, and the environment. In recent years, clandestine

laboratories have become an increasingly familiar problem to the central valley, particularly in the City of Fresno.

SPECIFIC SITUATION

Hazardous materials incidents in the City of Fresno would most likely occur on the transportation routes or at fixed hazardous materials facilities. Hazardous materials are often transported through the Fresno area on State Route Highways 41, 99, 168, and 180; the Southern Pacific and Burlington Northern Santa Fe Railroads. Surface streets are also used for the local transportation of hazardous materials.

The six hospitals located in the City of Fresno have a variety of hazardous materials, radioactive materials, and solvents; they maintain current lists of the hazardous materials in their facilities.

A map of Acutely Hazardous Materials Storage Sites in the City of Fresno are identified on page 36.

TRANSPORTATION EMERGENCIES

The City of Fresno is susceptible to several different types of transportation emergencies, including emergencies involving the Southern Pacific and Burlington Northern Santa Fe Railroads; major truck/auto accidents; and airplane crashes. Many of these situations may cause ancillary emergencies such as hazardous materials spills, which may require extensive population movement and sheltering efforts.

TRAIN ACCIDENT

These railroads pass through many populated areas within the City of Fresno. A train accident in or near any of these areas can result in considerable injury, loss of life, and/or significant property damage. An accident in rural areas of the city will pose more of a threat to livestock and the environment. Hazardous materials spills, fires, significant property damage, and mass casualty incidents are the potential hazards associated with cargo and passenger train accidents in the City of Fresno, requiring movement and shelter operations in the affected area(s).

MAJOR TRUCK/AUTO ACCIDENT

Major trucking routes include State Route Highways 41, 99, 168, and 180, which are the main access roads throughout the City of Fresno.

A major truck/auto accident on State Route Highway 99 has the potential of shutting down a major transportation artery for north/south traffic statewide. Closures will cause traffic to overflow onto surface roads adjacent to freeways. This will create significant traffic problems for local law enforcement agencies.

AIRPLANE CRASH

The City of Fresno is served by three aviation facilities:

- Fresno Yosemite International Airport
- Chandler Downtown Airport
- Sierra Skypark

Based on volume of traffic, Fresno Yosemite International Airport represents the most viable airport where an aircraft mishap would occur. The Fresno Yosemite International Airport is a Federal Aviation Administration, Federal Aviation Regulation 139 certificated commercial service airport. Fresno Yosemite International Airport, which supports a variety of aviation users including

commercial, passenger, cargo, fixed, and rotary wing military traffic, and general aviation including: corporate, business, private, and flight instruction.

The Fresno Yosemite International Airport operates 24 hours per day, 365 days per year, with over 90 commercial passenger and cargo departures per day. Military schedules vary, but average approximately 15-20 flights per day. Corporate, private, and student flights account for an additional 45-50 flights per day. The Fresno Yosemite International Airport also serves as an alternate and reliever facility for commercial flights unable to land at or diverted from San Francisco, San Jose, and Oakland.

Facilities and infrastructure at the Fresno Yosemite International Airport are suitable for all types of commercial passenger and cargo aircraft.

Military traffic generally consists of single-seat jet fighter/interceptor aircraft (conventional armament), and unarmed military helicopter flights.

The Fresno Yosemite International Airport is a full service aviation facility owned and operated by the City of Fresno Department of Transportation-Airports Division.

Safety services consist of:

- 24-hour airport fire and rescue (civil and military)
- 24-hour airport police (civil and military)
- 24-hour emergency medical service (civil only)
- Federal Aviation Administration provides 24-hour airport traffic control and radar.

PART 1 – HAZARDS AND THREATS⁸

The Fresno Yosemite International Airport is located at the eastern edge of the city. Prevailing winds are generally from the northwest, which necessitates aircraft traffic patterns over the northern portion of the city during takeoffs. Possible departure patterns could over-fly multi-unit residential complexes, shopping centers, and California State University, Fresno. Arrival patterns are predominantly over agricultural lands.

Although the history of aircraft accidents within the airport and air traffic control area reveals few mishaps, the potential for a mishap within the airport influence area remains a possibility.

Fresno Chandler Downtown Airport is located on the southwest edge of the city. Chandler is a full-service general aviation facility adjacent to downtown Fresno.

Chandler Airport caters to the general aviation operator and private business flights. Most of the aircraft using Chandler Airport are either twin or single-engine, piston driven engine business-type, or pleasure aircraft. Traffic patterns generally require approaches from the southeast over the commercial/industrial area and some single-family residential districts. Takeoffs are normally to the northwest over non-populated light industrial areas. Chandler Airport traffic is not controlled by a Federal Aviation Administration tower, but monitored by radar at Fresno Yosemite International Airport.

A third aviation facility serving Fresno is the privately owned and operated Sierra Sky Park Airport, located on the extreme northern edge of the city near the San Joaquin River. This facility is known as a fly-in facility because pilots who utilize the field live on, and have direct access to, the runway/taxiway from their residences.

This facility is utilized by general aviation (private) pilots who live within the boundaries of the airfield. Traffic is uncontrolled and relatively light. Landing approaches over-fly heavy residential and light mercantile districts. Takeoffs are to the northwest over predominantly agricultural land.

CIVIL DISTURBANCE

Civil disturbances include incidents intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbances are generally associated with controversial political, judicial, economic issues, or social events.

There are locations within the City of Fresno having large public gatherings, creating the potential for unstable conditions. This could impact an operational area jurisdiction's ability to provide sufficient law enforcement and fire protection services.

The effects of civil disturbances are varied and are usually based upon the type, severity, scope, and duration of the disturbance. The effects, which include but are not limited to, traffic congestion, gridlock, illegal assemblies, disruption of utility service, property damage, injuries, and potential loss of life.

FACILITIES

During a civil disturbance that affects the City of Fresno, there are certain facilities within the city that may be more at risk than others. Several locations throughout the city hold social, religious, or political functions that attract large numbers of people. Problems that may arise include significant traffic congestion and the potential for disruptive behavior. These facilities are as follows: Selland Arena, Convention Center, Woodward Park, Roeding Park, Save Mart Center, and Bulldog Stadium.

TERRORISM

Terrorism is the struggle between competing principles and ideologies below the level of conventional war. A terrorist act is defined as the use or threatened use, of force to achieve a political, social, or religious goal.

The person(s) who instigate these acts can be from either foreign or domestic sources, and unfortunately, terrorist acts in the United States of America are increasing in frequency. The fact is, terrorism has the potential to strike anywhere and anyplace in America. These incidents of terrorism force local law enforcement, firefighters, and emergency medical personnel to serve as first responders.

With these attacks, we have begun to use the term WMD (Weapons of Mass Destruction). Cheap and easily constructed explosives such as Ammonium Nitrate Fuel Oil (ANFO) and the abundant material available for biological weapons such as Ricin. A focused and well-developed coordinated response is needed.

The effects of terrorist attacks can vary greatly depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage and mass loss of life.

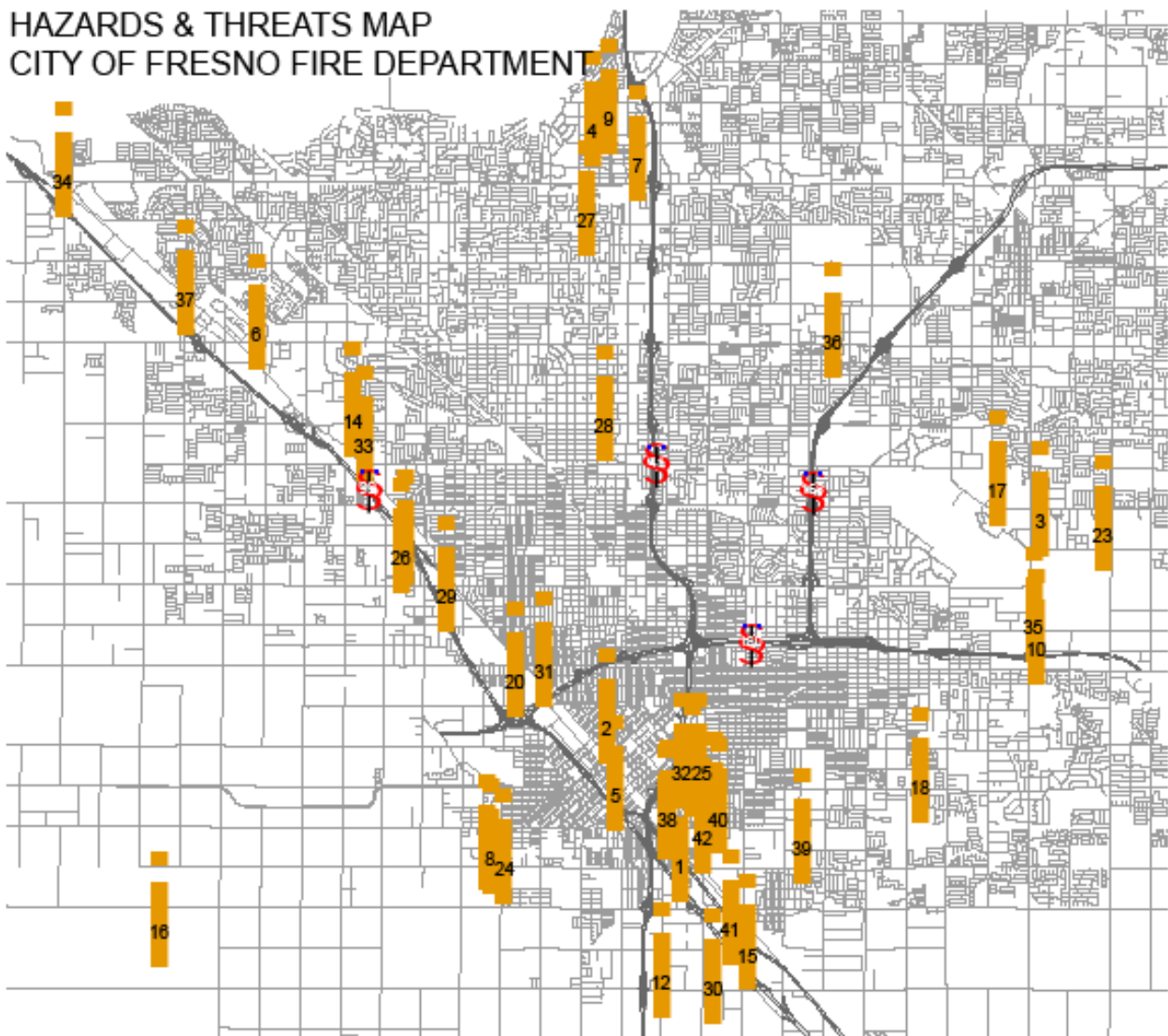
Potential targets can be federal, state, and city buildings. Generally, the threat of attack increases along with the level of government as the highest risk potential. Remember targeted sites do not have to be governmental buildings. Today, any place where there are large numbers of people, such as sports arenas, ballparks, convention centers, and transportation centers (bus stations, railroad stations, or airports) can be potential targets. Other targets to consider are those of high visibility or strong interest, such as abortion clinics, political party headquarters, places of worship, or the homes of political/religious leaders.

A terrorist attack can take many paths. However, 80% of past terrorist attacks involved explosives. Under the Federal Authority of Presidential Decision Directive-39, the FBI is the lead agency in any act of foreign or domestic terrorism and will assume command of the incident and subsequent criminal investigation. The first responders to a terrorist attack will be responsible for the swift treatment of the injured, the preservation of the crime scene, and to assist in the ultimate arrest and prosecution of the terrorists.

We have to remember that the goal of a terrorist act is to affect some type of change through the use of fear. To create the level of fear desired, the terrorist will destroy and kill as much as possible with a single well-planned act. The act can be so well developed, that in some cases, secondary explosions have been used to harm and kill the first responders who represent government authority and who are on scene to help the original casualties.

A TERRORIST IS ONLY LIMITED BY HIS OR HER IMAGINATION FOR EVIL!

HAZARDS & THREATS MAP CITY OF FRESNO FIRE DEPARTMENT



Hazardous Materials Locations

- | | | |
|----------------------|----------------------|--------------------------|
| 1. 2811 E. Church | 15. 2797 S. Orange | 29. 1816 W. Pine |
| 2. 1445 Van Ness | 16. 5807 W. Jensen | 30. 1150 E. North |
| 3. 2889 N. Larkin | 17. 3400 Gap Dr | 31. 250 W. Belmont |
| 4. 414 W. Bedford | 18. 5045 E. Butler | 32. 320 O Street |
| 5. 755 F Street | 19. 2003 S. Cherry | 33. 3564 N. Hazel |
| 6. 4500 W. Shaw | 20. 305 W. Napa | 34. 7028 W. Elgin |
| 7. 7500 N Abby | 21. 120 O Street | 35. 5831 E. Olive |
| 8. 795 W. Belgravia | 22. 3158 Hamilton | 36. 2850 S. Shaw |
| 9. 7620 N. Del Mar | 23. 5945 E. Harvard | 37. 5525 N. Golden State |
| 10. 5810 E. Olive | 24. 2413 S. Fruit | 38. 2539 E. Woodward |
| 11. 2238 N. Pleasant | 25. 944 S. Topeka | 39. 4465 E. Florence |
| 12. 2980 S. Cherry | 26. 2169 N. Pleasant | 40. 2028 S. Third |
| 13. 900 W. Belgravia | 27. 420 W. Sierra | 41. 2717 S. Fourth |
| 14. 3380 W. Ashlan | 28. 1250 W. Ashlan | 42. 2222 S. East |



PART 1 – CONTINUITY OF GOVERNMENT

INTRODUCTION

To insure the safety of elected official, the director of Emergency Services will identify safe staging areas for elected officials during a time of an emergency.

A major disaster could result in the death or injury of key governmental officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the City of Fresno and all the Cities within the City continue to function as government entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve¹⁵.

LINES OF SUCCESSION

Section 2-2703 of the Emergency Services Ordinance sets the basis for reconstructing the Emergency Council should a member of that Council be unavailable during an emergency. The Emergency Council shall provide for continuity of government to ensure the proper performance of its duties as the Emergency Services Council for the City of Fresno and may reconstruct itself pursuant to California Government Code section 8643. Section 8643 (b) authorizes the Emergency Council to reconstitute itself by filling vacancies until there are sufficient officers to form the largest quorum required. Should only one member of the governing body be available, that one shall have power to reconstitute the remainder of the Emergency Council. However, Fresno Municipal Code section 2-2703 limits the role of vacancies filled in such manner to serving as Emergency Service Council and only until vacancies are filled as required by the Charter of the City of Fresno¹⁷.

PROTECTION OF VITAL RECORDS¹⁸

In the City of Fresno, the City Records Office is responsible for the preservation and protection of vital records. Each department within the City will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation, and historical information. Vital records also include those records essential for emergency response and recovery operations including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal City government functions, serving to protect the rights and interests of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings, and financial records of The City of Fresno.

Vital records of The City of Fresno are routinely stored in the City Clerks Office, located in City Hall. Official records are kept in a rock vault warehouse in South Lake Tahoe. This vault can withstand an explosive blast, a fire, and any water penetration.

PART 1 – EMERGENCY OPERATIONS PLAN MANAGEMENT³⁶

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and the knowledge of what individuals and groups should do to increase their chances of survival and recovery. Public awareness and education prior to an emergency or disaster will directly effect the City of Fresno's emergency operations and recovery efforts.

The City of Fresno OES will make emergency preparedness information from local, state and federal sources available to the citizens of the City of Fresno. Emergency Services will provide special emphasis on specific hazards on specified months throughout the calendar year, aiding in the disaster preparation and education of the communities within the City of Fresno.

The following list depicts specific hazards that will be emphasized throughout the year:

- April Earthquake Preparedness
- May Heat Preparedness
- June Blackout/Brownout Preparedness
- October Fire Prevention
- November Winter Preparedness

EOP DISTRIBUTION

The following departments or agencies will have a complete serialized copy of the City of Fresno EOP. This plan will be inventoried annually for completeness.

DEPARTMENT/AGENCY	COPIES
MAYOR	1
CITY MANAGER	1
CITY COUNCIL	6
CITY OF FRESNO POLICE DEPARTMENT	1
CITY OF FRESNO FIRE DEPARTMENT	6
CITY OF FRESNO OES	2
FRESNO COUNTY OES	3
CITY CLERK/AUDITOR/CONTROLLER/RECORDER	2
CITY OF FRESNO ATTORNEY	1
GOVERNOR'S OES - INLAND REGION	1
ALL CITY DEPARTMENT DIRECTORS	1
FINANCE DEPARTMENT	1
PUBLIC WORKS	1
FRESNO UNIFIED SCHOL DISTRICT	1

TRAINING³⁸

The City of Fresno OES will inform City departments and Operational Area Cities of training opportunities associated with emergency management. Individual departments will be responsible for maintaining training records. City departments with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

City of Fresno OES must determine the appropriate level(s) of SEMS instruction for each member of the City Emergency Organization, including field personnel. The determination will be based on individuals' potential assignments during emergency response.

City of Fresno OES will ensure that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives as contained in the Approved Course of Instruction (ACI) Syllabus referenced in the SEMS regulations. Additionally, City of Fresno OES will ensure that these objectives are met through the completion of materials from the ACI and incorporation of the objectives into exercises. In the event the Governor's OES asks for training documentation, a sample training document is enclosed on page 41, which will be the format used by the City of Fresno to document all training.

EXERCISING³⁸

The best method of training emergency responders is through exercises. Exercises allow emergency responders to become familiar with the procedures, facilities and systems that they will actually use in emergency situations. City of Fresno OES is responsible for the planning and conducting of emergency exercises for the City of Fresno.

Exercises will be conducted on a regular basis to maintain readiness. Exercises should include as many Operational Area Member Jurisdictions as possible. City of Fresno OES will document exercises by conducting a critique, and using the information obtained from the critique, to revise the emergency operations plan. After Action Reports (AAR) will identify improvement opportunities in the Emergency Operations Center, Department Operations Centers, Field Response and Communication Center procedures. Recommended improvement opportunities will be presented to the Director of Emergency Services for budgeting recommendations. The City of Fresno OES staff shall track improvement recommendations and implement recommendations upon budget availability.

Date:_____

Location:_____

Class:_____

TRAINING ROSTER

	Name (Please print)	Phone	Department
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

INCREASED READINESS CHECKLIST ALL DIVISIONS⁵¹

- Upon notification of a potential emergency/disaster, adopt an increased readiness posture.
- Sign into the EOC log book. Establish and maintain an incident activity log.
- Review the appropriate emergency operations plans, guidelines, and checklists.
- Establish contact with ECC Supervisor, City of Fresno OES Coordinator, and the City of Fresno PIO/PAO.
- Consider alerting/recalling off-duty ECC personnel.
- Establish an emergency operational period work schedule for the ECC.
- Log availability and condition of personnel and resources as reports are received from the City of Fresno Departments.
- Coordinate emergency information requests from the public and media with the City of Fresno OES and the City of Fresno PIO/PAO.
- Review contact lists for agencies and personnel not internal to the City of Fresno but critical to emergency operations.
 - Fire Communications Center
 - Police Communications Center
 - Police Duty Office
 - County OES
 - County Health Department
 - State OES
 - National Weather Service

ALL DIVISIONS

GENERAL RESPONSE CHECKLIST ALL DIVISIONS⁵¹

- Communicate with emergency responders and maintain status on their disposition.
- Sign into the EOC log book.
- Obtain status reports promptly.
- Establish a clear line of communications with the IC.
- Establish and maintain an incident activity log.
- Obtain location of incident facilities (command posts, staging areas, etc.) from the IC.
- Coordinate the assignment of tactical frequencies with IC.
- Contact the appropriate personnel on the emergency alert list as directed by the IC. Contact key personnel/agencies as directed by the dispatch center supervisor or City of Fresno OES. Provide situation status and/or request their presence at the scene or in City of Fresno EOC.
- Recall off-duty city departmental personnel, as requested.
- Establish communications with the dispatch centers from the operational area member jurisdictions and determine the affects of the event throughout the operational area.
- Relay evacuation instructions, as directed by the IC.
- Coordinate warning and emergency public information with the IC, City of Fresno OES and the City of Fresno PIO/PAO.
- Determine, with the Fresno County Health Department, the need for critical incident stress management for the emergency command center staff.
- Notify fire, rescue, and law enforcement operational area coordinators, if activated.

ALL DIVISIONS

HAZARDOUS MATERIALS CHECKLIST ECC

- Implement the “General Response Checklist”.
- Obtain the following information from Incident Commander:
 - Exact Location of the incident
 - Hazardous materials involved/nature of the incident
 - Quantity of materials
 - Potential area(s) threatened
 - Areas evacuated and/or shelter-in-place operations
 - Directions to command post
 - Property owner/responsible party
- Provide responding emergency response agencies with direction to the ICP and other incident facilities.
- As directed by the IC, make the appropriate spill notifications:
 - Sheriff's Department Duty Office
 - Fresno County OES
 - State OES Warning Center
 - National Response Center

EARTHQUAKES CHECKLIST ECC

- Check for injured personnel in the ECC and provide fire/aid. Consider evacuation of the center if unsafe.
- Internal status (damage assessment and availability of resources):
 - Facility
 - Communications equipment
 - Other equipment
- Establish specific functional positions:
 - Communications/Dispatch
 - Rumor control
 - Situation status
- Implement the "General Response Checklist".
- Draft on-duty personnel to assist in ECC.
- Poll Field Units to determine status and availability.
- Establish communications with operational area member jurisdictions' communication centers.
- Monitor and document situation status:
 - Damage assessments
 - Utility system status
 - Resource availability
- Coordinate warning and emergency public information with City of Fresno OES and the City of Fresno PIO/PAO.
- Utilize the emergency alert list to notify key personnel and activate the City of Fresno EOC, as directed by the Incident Commander or the Director of EOC.
- When the City of Fresno EOC is activated, provide complete and up-to-date situation status.
- Contact communications personnel for maintenance and service of communications equipment.
- Contact maintenance personnel to maintain and service the emergency generator.

INCREASED READINESS CHECKLIST FIRE

- Upon notification of potential emergency/disaster, adopt an increased readiness posture by reviewing appropriate plans, guidelines, checklists, and mutual aid agreements.
- Consider alerting/recalling off-duty personnel.
- Assess the availability and condition of resources.
- Determine the number of properly staffed vehicles and apparatus available for dispatch in the affected areas.
- Anticipate the departments logistical needs (i.e. food, lodging, potential supply, and re-supply needs etc.)
- Anticipate the need for specialized equipment (i.e. medical supplies, rescue equipment, fire fighting equipment, and materials, etc.).
- Provide a status report to the City of Fresno OES and EOC.
- Stage equipment in strategic locations as deemed necessary.
- Coordinate emergency public information with the Fresno County OES and the City of Fresno PAO/PIO.
- Notify City of Fresno Operational Area OES Fire/Rescue Coordinator.

TRANSPORTATION EMERGENCIES CHECKLIST

ALL TRANSPORTATION EMERGENCIES

- Assume Incident Command*
*Exception: During vehicle accidents, when law enforcement agency with jurisdiction, assumes the IC function. However, the law enforcement agency may relinquish the Incident Command function to the City of Fresno Fire Department if the emergency response to the accident involves actions usually performed by fire services.
- Establish a unified command for all multi-agency responses.
- Relay initial assessment of the incident to ECC. The information provided should include, but not limited to, the complexity of the incident, number of casualties, and life/safety issues.
- Establish an ICP.
- Request additional resources and establish a staging area, as required.
- Ensure the safety of all personnel involved with the incident.
- Coordinate with law enforcement having jurisdiction to secure, isolate and deny entry to accident site.
- Provide periodic status reports to the ECC and the City of Fresno EOC, if activated, regarding response activities, injuries, and sustained damage.
- If the City of Fresno EOC is activated, provide the City of Fresno OES with copies of documentation.

TRAIN ACCIDENT

- Through the City of Fresno EOC make the following notifications and/or request responses to incident:
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - City of Fresno PIO/PAO
 - Burlington Northern Santa Fe Railroad
 - Union Pacific Railroad
- Locate any relevant paperwork relating to car replacement and cargo (i.e. manifests, bill of lading, consist, shipping papers, etc.).
- Request the ECC to recall off-duty fire department personnel, if needed.
- Coordinate emergency public information with City of Fresno OES, the City of Fresno PIO/PAO, and representatives from the Union Pacific and Burlington Northern Santa Fe Railroad, if on site.

TRANSPORTATION EMERGENCIES CHECKLIST

(continued)

MAJOR VEHICLE ACCIDENT

- Through ECC, make these notifications and/or response requests:
 - Operational Area Fire Rescue Mutual Aid Coordinator
 - City of Fresno PIO/PAO
 - California Highway Patrol (CHP)/Sheriff's Department (if on highway)
 - Trucking company (if known and applicable)
- Participate in the unified command, under the authority of the CHP or other law enforcement agencies with incident command authority for highway incidents.
- Assist the law enforcement agencies with locating any relevant paperwork relating to cargo (manifest, shipping papers, etc.).
- Coordinate emergency public information with the City of Fresno OES, the City of Fresno PIO/PAO and the California Highway Patrol, if designated as the IC.

AIRCRAFT ACCIDENT – CIVILIAN

- Through the ECC, make these notifications and/or response requests:
 - Federal Aviation Administration
 - Airport Public Safety/City Transportation Director
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - City of Fresno PIO/PAO
 - Fresno Community Regional Medical Center and all local hospitals
 - Involved Airline Carrier
 - Ambulance Companies
 - Emergency Medical Services Coordinator
- Coordinate emergency public information with City of Fresno OES, City of Fresno PIO/PAO, and Federal Aviation Administration.
- Assist the Police Department with evacuating affected areas and coordinate with CHP/Sheriff's Department for safe evacuation routes.
- Assist Fresno County Sheriff's Department with identifying evacuation reception areas. Long-term evacuation, notify and coordinate with American Red Cross and Human Services Agency for shelter activation.
- Ensure that rescue operations are established, including triage operations.
- Assist County Sheriff's Department in establishing a temporary morgue.
- Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

TRANSPORTATION EMERGENCIES CHECKLIST

(continued)

AIRCRAFT ACCIDENT – MILITARY

- Due to the unknown cargo, establish a **2000-foot safety zone** around the aircraft.
- Provide ECC with the following information regarding the military aircraft:
 - Time of accident
 - Exact location of accident
 - Ordinance on board
 - Whether or not parachutes were sighted
 - Whether or not aircraft was on fire
 - Damage to private property, if known
 - Extent of civilian injuries/deaths
 - Identification number on the tail of military aircraft
 - ICP location
- Through the ECC, make the following notifications and/or request responses to incident:
 - Operational Area Fire & Rescue Mutual Aid Coordinator
 - Hazardous Materials Response Team
 - City of Fresno PIO/PAO
 - Hospitals
 - Ambulance Companies
 - Emergency Medical Services Coordinator
- Unless the Air National Guard determines the site to be a national security situation, the City of Fresno Fire Department personnel will represent the City of Fresno under a unified command structure. The City of Fresno Fire Department will assist with the mitigation of the incident.
- If the aircraft is on fire, extreme caution is a necessity with all actions taken.
- Search crash site for survivors (outside 2000-safety zone).
- Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

FIRE DEPARTMENT

DAM FAILURE CHECKLIST

- Assume IC. Establish a unified command if a multi-agency response is required.
- Relay initial assessment to responding units and ECC (information includes complexity, number of casualties, life/safety issues, etc.).
- Establish an ICP.
- Request additional resources; establish staging areas, as required.
- Authorize activation of emergency callout list, specifically indicating to the ECC who to notify and inform of the incident.
- Ensure the safety of all personnel.
- Coordinate with the City of Fresno Police Department to secure, isolate, and deny entry to dam inundation area.
- Assist the City of Fresno Police Department with evacuating areas within the dam inundation area and assist CHP/Sheriff's Department in the identification of safe evacuation routes outside of the Fresno City limits.
- Provide periodic status reports to the ECC, and the City of Fresno EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Ensure that the Fresno County Sheriff's Department is notified of any water rescues.
- Assist Fresno City/County Public Works Department by: diverting floodwaters, pumping out critical facilities that have flooded, and/or any other actions as necessary.
- Coordinate emergency public information with City of Fresno OES and the City of Fresno PIO/PAO.
- Forward all incident documentation, including reports, to City of Fresno OES for the preparation of the after action report.

HAZARDOUS MATERIALS CHECKLIST

Approach incident from: UPWIND, UPHILL, AND UPSTREAM!

- Assume IC until the agency with legal jurisdiction assumes command. Establish a unified command if a multi-agency response is required.
- Follow procedures set forth in the City of Fresno Hazardous Materials SOP.
- Relay assessment of incident to responding units and the ECC. Assessment should include incident complexity, number of casualties, safe access routes, life/safety issues, etc.
- Establish outer perimeter. Secure, isolate and deny entry.
- Request the Fresno County's Hazardous Materials Response Team (HMRT)
- Establish ICP (provide safe access directions for incoming units).
- Ensure the safety of all personnel involved with the incident, including the proper selection of personal protective clothing.
- Coordinate law enforcement to secure, isolate, and deny entry to incident.
- Identify the hazardous material(s) involved, from a safe distance.
- Provide medical care to injured persons, if safe to do so, and notify ambulance and hospitals. (Ensure performance of proper decontamination prior to transport.)
- Authorize the activation of the emergency callout list, specifically indicating to the ECC who to notify and inform of the incident.
- Ensure the following individuals are notified and responding:
 - Hazardous Materials Response Team
 - Fresno County Environmental Health/OES
- Request additional resources; establish staging area.
- Determine need for evacuation or in-place shelter operations. If evacuation is required, assist the City of Fresno Police Department with evacuating affected areas and assist CHP/Sheriff's Department in identification of safe evacuation routes to be used.
- Assist the City of Fresno Police Department with identifying evacuation reception areas. Long-term evacuation, notify and coordinate with American Red Cross and Fresno County Human Services Agency regarding shelter activation.
- Coordinate emergency public information with City of Fresno OES and PIO/PAO.
- Provide periodic status reports to the ECC and City of Fresno EOC, if activated. Include, at a minimum, information regarding response activities, injuries, and damage.

EARTHQUAKE CHECKLIST

- After initial shaking subsides, move all vehicles out of apparatus bays.
- Conduct an internal damage assessment:
 - Check fire personnel safety, provide first aid as necessary
 - Check structural integrity of fire station
 - Check utility systems
 - Test communications (radios, telephones, etc.)
 - Check availability of fuel
- Establish communications with the ECC and provide initial status report:
 - Personnel available
 - Apparatus, equipment, and fuel availability
- Establish communications and coordinate efforts with other Fresno City and operational area emergency response agencies, utilizing ICS/SEMS/NIMS.
- Conduct a windshield survey of assigned critical facilities, including but not limited to the following:
 - Essential service buildings (government and utility facilities)
 - School District facilities
 - Hospitals
 - Utility facilities throughout the City of Fresno
 - Dams (if requested)
- Report "Windshield Survey" to the ECC.
- In coordination with other emergency response agencies, initiate responses to the most severe incidents, which may include but are not limited to:
 - Law enforcement operations
 - Fire suppression operations
 - Medical aid (triage) operations
 - Hazardous materials operations
 - Rescue operations
- Once activated, coordinate response actions and resource requests through the ECC.
- Establish staging areas to receive incoming resources.
- Coordinate all emergency public information through the City of Fresno EOC (if activated).
- In coordination with City of Fresno EOC, manage arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.
- On a periodic basis, provide status reports on all incident activities to City of Fresno EOC (if activated).

Consider the following when conducting your "Windshield Survey"

- **Stay in your vehicle – This is an information gathering task only!**
- **Two persons per vehicle – if possible (driver and note taker)**
- **Utilize the predetermined lists of critical facilities.**
- **The faster this is accomplished; the sooner resources can be allocated!**

Gathering this information will determine the big picture, prioritizing of response, and incidents requiring greatest allocation of resources.

FLOODS CHECKLIST

- Assume IC. Establish unified command if a multi-agency response is required.
- Relay initial incident assessment or responding units and the ECC. Assessment should include incident complexity, number of casualties, life/safety issues, etc.
- Establish an ICP.
- Request additional resources; establish staging area(s).
- Authorize activation of emergency callout list, specifically indicating to the ECC who to notify and inform of the incident.
- In coordination with the City of Fresno Public Works Department, determine flood stage and related flood inundation area(s).
- Assist the City of Fresno Police Department with evacuating areas within flood inundation zone and CHP/Sheriff's Department in the identification of safe evacuation routes.
- Coordinate with law enforcement to secure, isolate, and deny entry to flood inundation area(s).
- Assist the City of Fresno Police Department with identifying adequate evacuation reception areas. If long-term evacuation of an area is required, notify and coordinate with American Red Cross and Fresno City Human Services Agency regarding activation of shelter(s).
- Provide periodic status reports to the ECC and the City of Fresno EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Notify City of Fresno Fire Department and Fresno County Sheriff's Department on water rescues.
- Coordinate emergency public information with City of Fresno OES and the City of Fresno PIO/PAO.
- Forward all incident documentation, including reports, to City of Fresno OES for the preparation of the after action report.
- Notify the City of Fresno Fire Department and Rescue Operational Area Coordinator.
- Assist the City of Fresno Public Works Department in any possible manner, including diverting and/or diking flood waters, pumping out flooded critical facilities, clearing drains, and sand-bagging operations.

EXTREME WEATHER CHECKLIST

- Assume IC. Establish unified command if a multi-agency response is required.
- Relay initial incident assessment or responding units and the ECC. Information should include, but not limited to: incident complexity, number of casualties, life/safety issues, etc.
- Establish an ICP.
- Assign a Weather Technical Specialists to the command staff and request that the specialists coordinate with the ECC to monitor weather conditions, including current and forecasted conditions.
- In coordination with other emergency agencies responding to the incident, determine the extent of damage from the extreme weather conditions.
- In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- Ensure the safety of all personnel involved with the incident.
- Authorize activation of the emergency callout list, specifically indicating to the ECC who to notify and inform of the incident.
- Provide periodic status reports to the ECC and the City of Fresno EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Notify the City of Fresno Fire Department and Fresno County Sheriff's Department on water rescues.
- Coordinate emergency public information with City of Fresno OES and the City of Fresno PIO/PAO.
- Forward all incident documentation, including reports, to City of Fresno OES for the preparation of the after action report.

INCREASED READINESS CHECKLIST POLICE

- Upon notification of a potential emergency/disaster, adopt an increased readiness posture by reviewing appropriate plans, guidelines, checklists, and mutual aid agreements.
- Consider alerting/recalling off-duty personnel.
- Prepare an emergency work schedule and staffing patterns.
- Assess the availability and condition of resources, including the number of on-duty officers/deputies and vehicle status.
- Assess and determine the necessity of specialized equipment and resources, such as riot gear, search dogs, etc.
- Provide a resource status report to City of Fresno OES and EOC.
- Stage equipment in strategic locations as deemed necessary.
- Coordinate emergency public information with Fresno County OES and City of Fresno PIO/PAO.

CORONER OPERATIONS CHECKLIST

- Upon notification of fatalities, activate the Coroner Division within the Sheriff's Department.
- The Deputy Coroner shall report directly to the ICP, reporting to the Operations Section Chief or the IC if the Section Chief position is not filled.
- Receive an incident briefing from the Operations Section Chief or IC, determining the extent and location of fatalities.
- Coordinate with the appropriate agencies, if on site (i.e., Sheriff's Department, CHP, FBI, NTSB, etc.)
- Make initial assessment of the scene, surveying the area and any special conditions.
- Coordinate with the Fresno County Coroner to determine resource requirements, including equipment and specialists (i.e., body bags, plastic tarps, sheeting, re-sealable plastic bags, toe tags, etc.)
- Establish a body processing area and a temporary morgue.
- In the body processing area, identify and tag remains, perform body recovery operations, and process personal belongings.
- Coordinate emergency public information with the City of Fresno PIO/PAO and the IC.
- Provide periodic status reports to the IC and/or the Operations Section Chief.
- Coordinate with Fresno County Health the need for critical incident stress management for emergency responders who performed body recovery/coroner operations.
- Forward all copies of incident documentation, including reports, to City of Fresno OES for preparation of after action report.

TRANSPORTATION EMERGENCIES CHECKLIST

TRAIN ACCIDENT

- Report to ICP; obtain briefing from IC or Operations Section Chief.
- In coordination with the City of Fresno Fire Department, and as directed by the IC or Operations Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control site access, restriction to emergency responders
 - Provide security for evacuated areas
- If the IC requests evacuation of affected areas, take the following actions:
 - Assist CHP/Sheriff's Department to identify safe evacuation routes
 - Identify and establish evacuation reception areas
 - If long-term evacuation of area is required, notify and coordinate with the Chapter of the American Red Cross and the City of Fresno Human Services Agency regarding activation of shelters
- Assist CHP/Sheriff's Department in development and implementation of a traffic control plan, coordinating with Cal-Trans and the City of Fresno Public Works.
- Provide for crowd control at accident site.
- Provide regular status reports on all response actions to the IC or the Operations Section Chief.
- Assist the City of Fresno Fire Department with safeguarding all evidence for Federal accident investigators.
- Assist the Fresno County Deputy Coroner with removal and disposition of fatalities, as requested.
- Ensure that all emergency public information is transmitted through the IC.

TRANSPORTATION EMERGENCIES CHECKLIST

(continued)

MAJOR VEHICLE ACCIDENT

- Assume IC.*
*Exception: The City of Fresno Police Department may relinquish IC to the City of Fresno Fire Department if the emergency response to the accident involves actions usually performed by fire services except during accidents when the law enforcement agency with jurisdictional authority assumes IC.
- Relay initial assessment of incident to responding units and the ECC. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
- Establish an ICP.
- Request additional resources; establish a staging area, as required.
- Authorize the activation of the emergency callout list, specifically indicating to the ECC whom to notify and inform of the incident.
- Direct the City of Fresno Police Department to isolate and deny entry to the accident site in coordination with the City of Fresno Fire Department.
- If evacuation is necessary, take the following actions:
 - Assist CHP/Sheriff's Department to identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas
 - If long-term evacuation is required, notify and coordinate with American Red Cross and the City of Fresno Parks and Recreation regarding activation of shelter(s)
 - Provide security for evacuated areas
- Assist CHP/Sheriff's Department in development and implementation of a traffic control plan, coordinating with Cal-Trans and the City of Fresno Public Works.
- Provide for crowd control at the accident site.
- Provide regular status reports on all response actions to the IC or the Operations Section Chief, if position is filled.
- Assist Coroner with removal and disposition of deceased, as requested.
- Provide periodic status reports to the ECC and the City of Fresno EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with the City of Fresno OES and PIO/PAO.
- Forward all incident documentation, including reports, to City of Fresno OES for the preparation of the after action report.

TRANSPORTATION EMERGENCIES CHECKLIST

(continued)

AIRCRAFT ACCIDENT – CIVILIAN AND MILITARY

- Report to the ICP, receiving briefing from IC or Operations Section Chief, if position is filled.
- In coordination with the City of Fresno Fire Department, and as directed by the IC or Operations Section Chief, take the following actions:
 - Establish a perimeter to isolate the incident with a minimum of a **2000-foot perimeter** for military aircraft crashes
 - Control access to accident site, restricting access to emergency responders only
- If the IC requests evacuation of affected areas, take the following actions:
 - If long-term evacuation of the area is required, notify and coordinate with American Red Cross, City of Fresno Parks, and Recreation Department regarding activation of shelter(s)
 - Provide security for evacuated areas
 - Assist CHP/Sheriff's Department to identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas
- Assist CHP/Sheriff's Department in the development and implementation of a traffic control plan, coordinating with Cal-Trans and City of Fresno Public Works.
- Provide for crowd control at accident site.
- Provide regular status report on all response actions to the IC or the Operations Section Chief, if position is filled.
- Assist the City of Fresno Fire Department with safeguarding all evidence for Federal accident investigators.
- Assist the Coroner with the establishment of a temporary morgue and the removal and disposition of the deceased, as requested.
- Ensure all emergency public information is transmitted through the IC.

DAM FAILURE CHECKLIST

- Report to the ICP; obtain briefing from the IC or Operations Section Chief, if position is filled.
- In Coordination with the City of Fresno Fire Department, and as directed by the IC or Operations Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to incident site, restricting access to emergency responders only
- If the IC requests evacuation of affected areas, take the following actions:
 - Assist CHP/Sheriff's Department to identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas
 - If long-term evacuation of area is required, notify and coordinate with the American Red Cross and the City of Fresno Parks and Recreation Department for activation of shelter(s)
- In coordination with the City of Fresno Fire Department, take the following actions in response to a dam failure:
 - Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and the City of Fresno Public Works.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the IC or the Operations Section Chief, if position is filled.
- Ensure that all emergency public information is transmitted through IC.

HAZARDOUS MATERIALS CHECKLIST

Approach incident from:
UPWIND, UPHILL, AND UPSTREAM!

Toxic materials may be odorless and invisible

- Minimize all exposures by not driving through or in the area of the suspected release.
- If Police Department personnel are on-scene first, establish a **LARGE** perimeter isolating and denying entry.
- If Police Department personnel discover a hazardous material or an unlabeled container and suspect it contains a hazardous material, take the following actions:
 - Do not remove the container or attempt to determine if it is full
 - Retreat to an **upwind, uphill, or upstream** position
 - Notify the City of Fresno Fire Department through the ECC
 - Isolate the area and deny entry to non-emergency responders
- Obtain directions to ICP from the ECC.
- Report to the IC or the Operations Section Chief, if position has been established, and obtain briefing.
- Ensure all Police Department personnel remain out of the hazard zones.
- In coordination with the City of Fresno Fire Department, and as directed by the IC or Operations Chief, control access to incident site; restrict access to emergency responders only.
- If the IC requests evacuation of affected areas, take the following actions:
 - Assist CHP/Sheriff's Department to identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas
 - If long-term evacuation of area is required, notify and coordinate with the American Red Cross and the City of Fresno Parks and Recreation Department for activation of shelter(s)
 - Provide security for evacuated areas
- Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and Public Works.
- Provide for crowd control.
- Provide regular status reports on all response actions to the IC or the Operations Section Chief, if position is filled.
- Ensure that all emergency public information is transmitted through IC.

POLICE DEPARTMENT

EARTHQUAKE CHECKLIST

- After initial shock waves subside; move all vehicles from within any inside parking garages.
- Conduct an internal damage assessment of police facility.
 - Check police personnel safety, provide first aid as necessary
 - Check structural integrity of police facility
 - Check structural integrity of city facilities
 - Check utility systems
 - Test communications (radios, telephones, etc.)
 - Check availability of fuel
- Establish communications with the ECC and provide initial status report:
 - Personnel available
 - Vehicle and equipment availability
 - Availability of fuel
- Establish communications and coordinate efforts with other City and operational area emergency response agencies, utilizing ICS.
- In coordination with City of Fresno Fire Department, conduct a windshield survey of assigned critical facilities, including but not limited to the following:
 - Essential service buildings (government and utility facilities)
 - School District facilities
 - Hospitals
 - Utility facilities throughout the City
 - Dams (if requested)
- Provide "Windshield Survey" report to ECC.

Consider the following when conducting your "Windshield Survey".

- Stay in your vehicle – This is an information gathering task only!
- Two persons per vehicle – if possible (driver and note taker)
- Utilize the predetermined lists of critical facilities.
- The faster this is accomplished, the sooner resources can be allocated!

Gathering this information will determine the big picture, prioritizing of response, and incidents requiring greatest allocation of resources.

- In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- In coordination with the City of Fresno Fire Department, and as directed by the IC or Operations Chief, control access to the incident site, restricting access to emergency responders only.
- If the IC requests evacuation of affected areas, take the following actions:
 - Assist Sheriff's Department/CHP to identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas
 - If long term evacuation of area is required, notify and coordinate with the American Red Cross and the City of Fresno Parks and Recreation Department for activation of shelter(s)
 - Provide security for evacuated areas

EARTHQUAKE CHECKLIST

(continued)

- Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and Public Works.
- Provide for crowd control at all incident sites.
- Once activated, coordinate all response actions and resource requests with the Operations Section of the City of Fresno EOC.
- Assist the Fresno County Deputy Coroner with the removal and disposition of the deceased, as requested.
- Provide alternate communication systems as required.
- In coordination with the IC and the City of Fresno EOC, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.
- Regularly provide status reports on all incident activities to the Operations Section Chief.
- Refer all emergency public information requests to the IC.

FLOODS CHECKLIST

- Report to the ICP; obtain briefing from IC or Operations Section Chief, if position is filled.
- In coordination with the City of Fresno Fire Department, and as directed by the IC or Operations Chief, take the following actions:
 - Establish a perimeter to isolate the incident.
 - Control access to the incident site, restricting access to emergency responders only.
- If the IC requests evacuation of affected areas, take the following actions:
 - Assist CHP to identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas
 - If long-term evacuation of area is required, notify and coordinate with the American Red Cross and the City of Fresno Parks and Recreation Department for activation of shelter(s)
 - Provide security for evacuated areas
- In coordination with the City of Fresno Fire Department take the following actions in response to flooding:
 - Assist in the development and implementation of a traffic control plan, coordinating with CHP/Sheriff's Department, Cal-Trans and Public Works
 - Provide for crowd control
- Provide regular status reports on all response actions to the IC or the Operations Section Chief, if position is filled.
- Ensure that all emergency public information is transmitted through the IC.
- Forward all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.

EXTREME WEATHER CHECKLIST

- Report to the ICP; obtain briefing from IC or Operations Section Chief, if position is filled.
- In coordination with the City of Fresno Fire Department, and as directed by the IC or Operations Chief, take the following actions:
 - Establish a perimeter to isolate the incident
 - Control access to the incident site, restricting access to emergency responders only
- If the IC requests evacuation of affected areas, take the following actions:
 - Assist CHP/Sheriff's Department to identify safe evacuation routes
 - Identify and establish adequate evacuation reception areas
 - If long-term evacuation of area is required, notify and coordinate with the American Red Cross and the County Human Services Agency, and City of Fresno Parks and Recreation Department for activation of shelter(s)
 - Provide security for evacuated areas
- In coordination with the City of Fresno Fire Department take the following actions in response to flooding:
 - Assist in the development and implementation of a traffic control plan, coordinating with CHP/Sheriff's Department, Cal-Trans and Public Works
 - Provide for crowd control
- Provide regular status reports on all response actions to the IC or the Operations Section Chief, if position is filled.
- Ensure that all emergency public information is transmitted through the IC.
- Forward all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.

CIVIL DISTURBRANCES CHECKLIST

- Assume IC (Establish a Unified Command if a multi-agency response is required).
- Relay initial assessment of the incident to responding units and Emergency Dispatch Center. Information should include, but not limited, to the complexity of incident, number of casualties, life/safety issues, etc.
- Establish an ICP.
- Authorize the activation of the emergency alert list, specifically indicating to the Emergency Dispatch Center whom to notify and inform of the incident.
- Provide periodic status reports to Emergency Dispatch Center and the City of Fresno EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with City of Fresno OES and the City of Fresno PIO/PAO.
- Forward all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.

TERRORISM CHECKLIST

- Assume IC (Establish a Unified Command if a multi-agency response is required).
- Relay initial assessment of incident to responding units and Emergency Dispatch Center. Information should include, but not limited, to the complexity of incident, number of casualties, life/safety issues, etc.
- Establish an ICP.
- Provide periodic status reports to Emergency Dispatch Center and the City of Fresno EOC, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with City of Fresno OES and the City of Fresno PIO/PAO.
- Forward all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.

INCREASED READINESS CHECKLIST PUBLIC WORKS

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Consider alerting/recalling off-duty personnel.
- Prepare an emergency work schedule, and staffing patterns (i.e. two people per vehicle).
- Assess the availability and condition of resources, including the number of on-duty personnel, vehicle status, and communications systems.
- Assess and determine necessity of specialized equipment and resources, such as barricades, bulldozers, skip loaders, traffic cones, etc.
- Provide a resource status report to the City of Fresno OES and to the ECC.
- Stage equipment and personnel in strategic locations, as deemed necessary.
- Coordinate emergency public information with City of Fresno OES and PIO/PAO.
- Notify ADA Coordinator if situation warrants for the special and fragile population.

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the IC or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment.
- Determine if mutual aid is required. Activate mutual aid system.
- Assist City of Fresno Police Department and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with the City of Fresno PIO/PAO and the IC.
- On a regular basis, provide activity status reports to the IC and/or the Operations Section Chief.
- Forward copies of all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.

DAM FAILURE CHECKLIST

- Report to the ICP and obtain an incident briefing from the IC or the Operations Section Chief, if the position is established.
- Establish communications and coordinate efforts with other City of Fresno emergency response departments.
- Provide the transport of sand bags and other materials necessary to dam or divert flood waters.
- Assist in the completion of windshield surveys of damage.
- Provide pumping of water out of critical facilities.
- Review and complete all the required actions on the "General Response Checklists."

EARTHQUAKE CHECKLIST

- After initial shaking subsides, immediately perform the following functions:
 - Check for injured Public Works Department personnel and provide first aid as necessary
 - Check damage sustained to Public Works Department facilities
 - Check communications equipment
 - Check the availability and status of all heavy equipment and other materials at the Fresno City Yard and other Public Works Department locations
- Establish communications with the ECC and provide initial status report:
 - Public Works Department personnel available
 - Equipment and materials available
 - Status of fuel at Fresno City facilities
- Consider recall of off-duty personnel based on demands of incident(s).
- Assess the status of lifeline utility systems (water, sewer, electricity, and natural gas systems), and provide a status report to the Operations Section Chief and the City of Fresno EOC, or ECC if the City of Fresno EOC is not yet activated.
- Establish communications and coordinate efforts with other City of Fresno emergency response agencies.
- As directed by the Operations Section Chief, perform the following functions:
 - Dispatch crews to inspect the stability of critical facilities.
 - Dispatch crews to determine the capacity and safety of bridges, freeway over/under passes, and other roadways.
 - Dispatch crews to clear debris.
- Advise the Operations Section Chief of the need to evacuate critical facilities and the need to close or restrict access to bridges, freeways, or other roadways, based on inspections and surveys.
- Consider placing equipment at designated staging areas.
- Assist the City of Fresno Police Department and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Consider placing equipment at designated staging areas.
- Repair damage to critical facilities and essential roadways.
- Coordinate with utility companies to repair and/or restore services.
- Review and complete all required actions on "General Response Checklists."

FLOODS CHECKLIST

- Upon notification and request to respond to any incident, report to the IC or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment.
- Determine if mutual aid is required. Activate mutual aid system.
 - Mobilize crews for flood control operations, which may include the following actions:
 - Diverting flood waters
 - Clearing debris from bridges and overpasses
 - Sandbagging operations
 - Levee reinforcement
- Assist the City of Fresno Police Department and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with City of Fresno PIO/PAO and the IC.
- On a regular basis, provide activity status reports to the IC and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to City of Fresno OES for the preparation of the after action report.
- Review and complete all the required actions on the "General Response Checklists."

LANDSLIDES CHECKLIST

- Upon notification and request to respond to any incident, report to the IC or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment.
- Determine if mutual aid is required. Activate mutual aid system.
- Assist the City of Fresno Police Department and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate the clearing and shoring of the landslides area with Fire Department and Cal-Trans, if on site.
- Coordinate emergency public information with City of Fresno PIO/PAO and the IC.
- On a regular basis, provide activity status reports to the IC and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to City of Fresno OES for the preparation of the after action report.
- Review and complete all the required actions on the "General Response Checklists."

INCREASED READINESS CHECKLIST PARKS AND REC.

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources, including the number of shelter facilities available.
- Coordinate with the Convention Center for additional shelter availability.
- Provide a resource status report to the City of Fresno OES and to the ECC.
- Stage equipment and personnel in strategic locations, as deemed necessary.
- Coordinate emergency public information with City of Fresno OES and PIO/PAO.

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the IC or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Department's assistance required, including personnel and equipment required.
- Coordinate emergency public information with Fresno County OES and City of Fresno PIO/PAO.
- On a regular basis, provide activity status reports to the IC and/or the Operations Section Chief.
- Forward copies of all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.
- Notify ADA Coordinator, if situation warrants, for the special and fragile population.

GENERAL RESPONSE CHECKLIST PUBLIC UTILITIES

- Upon notification and request to respond to any incident, report to the IC or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Utilities Department assistance required, including personnel and equipment required.
- Determine what actions the Utilities Department is required to perform, including the following actions:
 - Stage equipment and resources as necessary
 - Conduct damage assessment of sewage and potable water systems
 - Establish vector control operations
 - Provide sanitation services for all emergency facilities
- Coordinate emergency public information with Fresno County OES and City of Fresno PIO/PAO.
- On a regular basis, provide activity status reports to the IC and/or the Operations Section Chief.
- Forward copies of all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.

INCREASED READINESS CHECKLIST CONVENTION CENTER

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources, including the number of on-duty personnel, and service facilities.
- Consider alerting and/or recalling off-duty personnel.
- Provide a resource status report to the City of Fresno OES and to the ECC.
- Stage equipment and personnel in strategic locations as deemed necessary.
- Coordinate emergency public information with City of Fresno OES and PIO/PAO.

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the IC or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Convention Center assistance required, including personnel, services, and facilities.
- Determine what actions the Department is required to perform, including the following actions:
 - Assess the need for temporary medical and medically fragile evacuation sites.
 - In coordination with the Parks and Recreation Department, provide assistance with securing shelter facilities.
- Coordinate emergency public information with Fresno County OES and City of Fresno PIO/PAO.
- On a regular basis, provide activity status reports to the IC and/or the Operations Section Chief.
- Forward copies of all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.
- Activate staffing at EOC.

INCREASED READINESS CHECKLIST CITY CLERK

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, checklists, and emergency declarations.
- Alert the appropriate Department personnel, including on and off-duty personnel, place necessary personnel on standby for duty assignments.
- Anticipate and prepare to secure and distribute necessary resources to support personnel operations.
- Provide periodic status report to the City of Fresno OES and to the ECC.
- Produce emergency public information with the City of Fresno OES and the City of Fresno PIO/PAO.
- Ensure the Disaster Service Worker program is supported by appropriately designated/licensed personnel.

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the IC or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Department's assistance required, including personnel and resources required.
- Determine what actions the Department is required to perform, including the following actions:
 - Emergency Declarations
 - Disaster Service Worker Program
- Coordinate emergency public information with Fresno County OES and City of Fresno PIO/PAO.
- On a regular basis, provide activity status reports to the IC and/or the Operations Section Chief.
- Forward copies of all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.

INCREASED READINESS CHECKLIST AIRPORT

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources, including on-duty personnel, and service facilities.
- Consider alerting and/or recalling off-duty Departmental personnel.
- Provide a resource status report to the City of Fresno OES and to the ECC.
- Coordinate emergency public information with City of Fresno OES and the City of Fresno PIO/PAO.

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the IC or the Logistics Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Department's assistance required, including personnel services and facilities.
- Determine what is required from the Department.
- Coordinate emergency public information with Fresno County OES and City of Fresno PIO/PAO.
- On a regular basis, provide activity status reports to the IC and/or the Logistics Section Chief.
- Forward copies of all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.
- Notify ADA Coordinator, if situation warrants, for the special and fragile population.

INCREASED READINESS CHECKLIST FAX

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources, including on-duty personnel, and service facilities (including Handi-Ride).
- Consider alerting and/or recalling off-duty department personnel.
- Provide a resource status report to the City of Fresno OES and to the ECC.
- Coordinate emergency public information with City of Fresno OES and the City of Fresno PIO/PAO.

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the IC or the Logistics Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Department's assistance required, including personnel services and facilities.
- Determine what is required from the Department (including Handi-Ride).
- Coordinate emergency public information with Fresno County OES and City of Fresno PIO/PAO.
- On a regular basis, provide activity status reports to the IC and/or the Logistics Section Chief.
- Forward copies of all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.
- Notify ADA Coordinator, if situation warrants, for the special and fragile population.

INCREASED READINESS CHECKLIST OES

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate emergency operations plans, guidelines, checklists, and mutual aid agreements.
- Recall all City of Fresno OES staff to office.
- Assess the availability and condition of OES resources.
 - RIMS
 - OES/Police Department Communications Van
 - Cellular Phones
 - Satellite Phones
 - Parks and Recreation Mobil Science Lab
 - Fire Operations Bus
- Perform a communications check for all radio frequencies.
- Test satellite phones.
- Anticipate department logistical needs (i.e., feeding and lodging requirements, potential re-supply needs, etc).
- Provide OES status report to ECC.
- Verify other City of Fresno Department Resources Status Reports from ECC.
- Establish communications with the City Administrative Officer and other key City of Fresno officials as necessary, to obtain an assessment of the situation.
- Establish communications or make contact with Operational Area OES.
- Make all necessary preparations to activate the City of Fresno EOC in the event activation is required or requested.
- Coordinate emergency public information with Fresno County OES and City of Fresno PIO/PAO.
- Contact Fresno County OES and State OES Warning Center; advise of increased readiness posture.

GENERAL RESPONSE CHECKLIST OES

- Upon notification and request to respond to any incident, report to the IC or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine if the City of Fresno EOC necessitates activation. If not, assist the IC by assuming any of the ICS positions.
- If activation of the City of Fresno EOC is required, begin activation and setup.
- Recall all City of Fresno OES staff.
- Assess availability and condition of OES resources:
 - RIMS
 - Satellite Phones
- Perform communications check for all City of Fresno radio frequencies.
- Anticipate department logistical needs, (i.e., food, lodging, and potential supply needs, etc.)
- Provide OES status report to EOC
- Verify other department resource status reports from the City of Fresno ECC.
- Establish communications with City Administrative Officer and other key officials providing assessment of unfolding situations.
- Establish communications with the Operational Area OES.
- Make all necessary preparations to activate the City of Fresno EOC in the event activation is required or requested.
- Based on the situation, recommend an emergency proclamation to the City of Fresno OES Director and the Fresno City Council.
- Coordinate emergency information with Fresno County OES and City of Fresno PIO/PAO.
- Notify State OES Warning Center of current, pending, or unfolding situation.
- Organize and prepare the incident after action report, based on the incident reports and related documentation provided by each of the responding emergency response agencies.

INCREASED READINESS CHECKLIST PERSONNEL SERVICES

- Upon notification of potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources, including on-duty personnel, and service facilities.
- Consider alerting and/or recalling off-duty Administrative Services Agency personnel as well as alerting voluntary agencies.
- Provide a resource status report to the City of Fresno OES and to the ECC.
- Coordinate emergency public information with City of Fresno OES and the City of Fresno PIO/PAO.

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the IC or the Logistics Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Administrative Services Department assistance required, including personnel services and facilities.
- Determine what is required from the Administrative Services Department beyond the following action:
 - Support EOC clerical staff requirements.
 - Coordinate with Red Cross and Salvation Army to provide Disaster Service Worker registration assistance at mass care facilities.
 - Respond to temporary evacuation sites.
 - In coordination with the American Red Cross, activate and manage emergency shelters.
 - Activate "Registration and Inquiry" System with Red Cross.
- Coordinate emergency public information with Fresno County OES and City of Fresno PIO/PAO.
- On a regular basis, provide activity status reports to the IC and/or the Operations Section Chief.
- Forward copies of all incident documentation, including reports, to the City of Fresno OES for the preparation of the after action report.

PART 2 – CONCEPTS OF OPERATIONS

INTRODUCTION¹⁹

City of Fresno departments, operational area member jurisdictions, special districts, volunteer agencies, and segments of the private sector will accomplish initial response operations. During initial response operations, city field responders will place emphasis on saving lives, property, and impact to the environment, controlling the situation, and minimizing the health effects to the community in the immediate vicinity of the emergency. The ICS/SEMS will be used to manage and control the response operations. The disaster/event may be controlled solely by city emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the IC may request that the City of Fresno EOC be activated to support the field operations.

ALERTING AND WARNING

City of Fresno Departments, operational area member jurisdictions, alerting and warning involves the notification of emergency response personnel, as well as notifying the affected public. The city utilizes an emergency callout list to alert and activate its emergency response personnel.

The emergency callout list is centered on the five SEMS functions. The list includes personnel who are part of each SEMS function in the City of Fresno EOC, as well as other technical employees of the city.

The City of Fresno Police and Fire Departments have the primary responsibility in alerting and warning the public, with assistance from the PIO/PAO team, as deemed necessary. Alerting and warning the public may be accomplished through the emergency alert system, special broadcasts, or simply driving up and down the streets using the public address system.

EMERGENCY ALERT LIST²⁰

The emergency callout list is to be activated and implemented when an emergency or disaster affects the city and poses a major threat to life/health, property, and/or the environment. The list will only be implemented when directed by a City of Fresno employee who has been given authority to activate the emergency callout list.

ACTIVATION AUTHORITY

The City of Fresno Manager/Director of OES, Deputy City Managers, Police Chief, Deputy Police Chief, Fire Chief, Fire Department Operations Bureau Chief, Fire Marshal, OES Coordinator, or the Field IC may activate the emergency alert list when a disaster occurs or threatens to occur in the city.

IMPLEMENTATION

Note: These numbers are for emergency activation of the City of Fresno EOC and are to be considered confidential.

Location of list and maintenance by Police Department duty office, ECC Supervisor's, OES Coordinator, Fire/Police Chiefs, and Deputy PD or Fire Chiefs.

Once activation is requested and properly authorized, the city ECC or the Police Department Duty office personnel, professional exchange, one-call center, or contracted answering service

will implement the emergency callout. Notifications and alerts begin with the city manager/director of OES. If the Director cannot be reached, his/her successor(s) will be contacted until someone is reached to assume the Director of OES' role.

The dispatcher will provide the director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the Director of OES will determine what parts of the emergency callout list will be implemented, including what sections of the City of Fresno EOC will be alerted and requested to respond.

Additionally, the dispatchers will confirm whether or not the city manager/director of OES will personally contact and inform the mayor and city council of the situation in the city. The Director may request that the dispatchers notify the city council.

Additionally, the City of Fresno OES must maintain and keep current the Emergency Callout List. The City of Fresno OES must also ensure that the ECC, the City of Fresno Manager/OES Director, and the Deputy Directors have current copies of the emergency callout list.

PART 2 – INCIDENT COMMAND SYSTEM (ICS)

INTRODUCTION

The ICS is used to manage an emergency incident. It can be used for both small and large incidents. The system has considerable internal flexibility. ICS can expand or contract to meet different needs of the incident.

For some incidents, and in some applications, only a few of the organizational functional elements may be required. Conversely, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need. This makes it a very cost-effective and efficient management system.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times.

Every incident or event has certain major management activities or actions that must be performed. Even if the incident is very small and only one or two people are involved, these activities will still apply to some degree.

The organization of ICS is based on five major management functions:

- **Command**
- **Operations**
- **Planning/Intelligence**
- **Logistics**
- **Finance/Administration**

These five management functions are the foundation upon which the ICS organization develops. They apply to handling a routine emergency, organizing for a major incident, or managing a major response to a disaster.

On small incidents, these activities may all be managed by one person, the IC. Large incidents usually require that these activities be set up as separate "sections" within the organization. Each of these sections may be further divided into branches, units and groups.

Command staff consists of the IC, Deputy IC, PIO, Safety Officer, and the Liaison Officer. General Staff includes the Section Chiefs from Planning/Intelligence, Logistics, Operations, and Finance/Administration.

MODULAR ORGANIZATION OF ICS

The modularity and flexibility for application of ICS at the field response level allows it to rapidly adjust and build the organization for the function it is to perform. Aside from the IC, there is no required structure or order in which positions are filled. The ICS organization can be as small as one person, or large enough to handle thousands of emergency responders.

Incidents usually start with a few resources and expand the organization from the top down, as necessary. It is not necessary to implement levels of the ICS organization unless they are required.

An important aspect of the modularity in ICS at the field response level is that there is nothing to

prohibit the IC from activating one or more units in various sections without first activating the section organizational element. However, it is important to maintain the ICS principle of span-of-control, one supervisor to five staff members.

TYPICAL INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART



<u>Operations Section Chief</u>	<u>Planning/Intelligence Section Chief</u>	<u>Logistics Section Chief</u>	<u>Finance/Administration Section Chief</u>
Fire/Rescue Branch Coordinator	Situation Analysis UL	Communication Branch Coordinator	Personnel UL
Fire Operations UL	Documentation UL	Communication UL	Compensation and Claims UL
Disaster Medical UL	Resource Status UL	Purchasing/Supply UL	Cost UL
Search & Rescue UL	Technical Specialist UL	Facilities UL	Volunteer UL
Hazmat UL	Demobilization UL	Info Systems UL	
Law Enforcement Branch Coordinator		Airport UL	
Law Enforcement Operations UL		FAX UL	
Security UL			
Coroner UL			
Care & Shelter UL			
Construction/Engineering Branch Coordinator			
Utilities UL			
Damage/Safety Assess. UL			
Public Works UL			
Health/Welfare Branch Coordinator			
Public Health UL			
ADA UL			

UL = Unit Leader

PART 3 – EXTENDED RESPONSE OPERATIONS

INTRODUCTION

Within the City of Fresno, the ICS will be used on all incidents. When the City of Fresno has jurisdiction over a multiple-agency incident, City of Fresno emergency responders will organize the field response using the ICS. Additionally, the principles of ICS will be used even for those incidents that begin as a single discipline response (i.e., all fire or all law enforcement). Often the single discipline incident expands to a multi-discipline incident, which demands the use of ICS. During multi-agency incidents in the City of Fresno, field responders will use the principles of Unified Command to the fullest extent possible.

In order for ICS to be used at all incidents, the First Emergency Responder on scene who has single discipline management responsibility will always establish the ICP and take the following basic actions:

- Size up the incident.
- Determine the ICS organizational elements required.
- Request additional resources necessary to mitigate the incident.
- Delegate authority within the ICS organizational structure.
- Develop the Incident Action Plan, incorporating the incident objectives and strategies.
- Report pertinent information to the EOC Incident Manager.

By taking these basic actions, the change from a one person response to a 25-250 person response involves no change in the management system. The built-in capability for modular development helps to shape the organization based on the functional needs of the incident.

COORDINATION WITH SPECIAL DISTRICTS, PRIVATE & VOLUNTEER AGENCIES

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a City of Fresno Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. Pacific Bell, Pacific Gas and Electric (PG&E), American Red Cross, the Salvation Army, and other private and volunteer agencies are cooperating agencies depending on the type of incident.

COORDINATION WITH CITY OF FRESNO EOC

The field response organization has a direct communications and reporting relationship with the City of Fresno EOC if the Departmental Operations Centers are not activated. When the City of Fresno EOC is activated, the IC will coordinate directly with the City of Fresno EOC's Operations Section Chief, if the position has been established, or the City of Fresno EOC Incident Manager.

The City of Fresno ECC will function in an intermediate role between the IC and the City of Fresno EOC's Operations Section Chief. The ECC will have no command authority over field operations. It is a communications conduit. The City of Fresno EOC may give policy direction directly to the IC.

During disaster situations with multiple incidents occurring simultaneously within the City of Fresno, the City of Fresno EOC will be activated. Incident Commanders and the appropriate ICS structure will be established for each incident. Each IC will communicate and report to the Operations Section Chief throughout the incident, if the Departmental Operations Center has not been activated.

This section of the City of Fresno EOP is designed for field responders' initial response to emergencies, bridging the gap between a routine emergency and a disaster. Experience has shown that the outcome of many emergencies can be greatly affected by effective initial response actions.

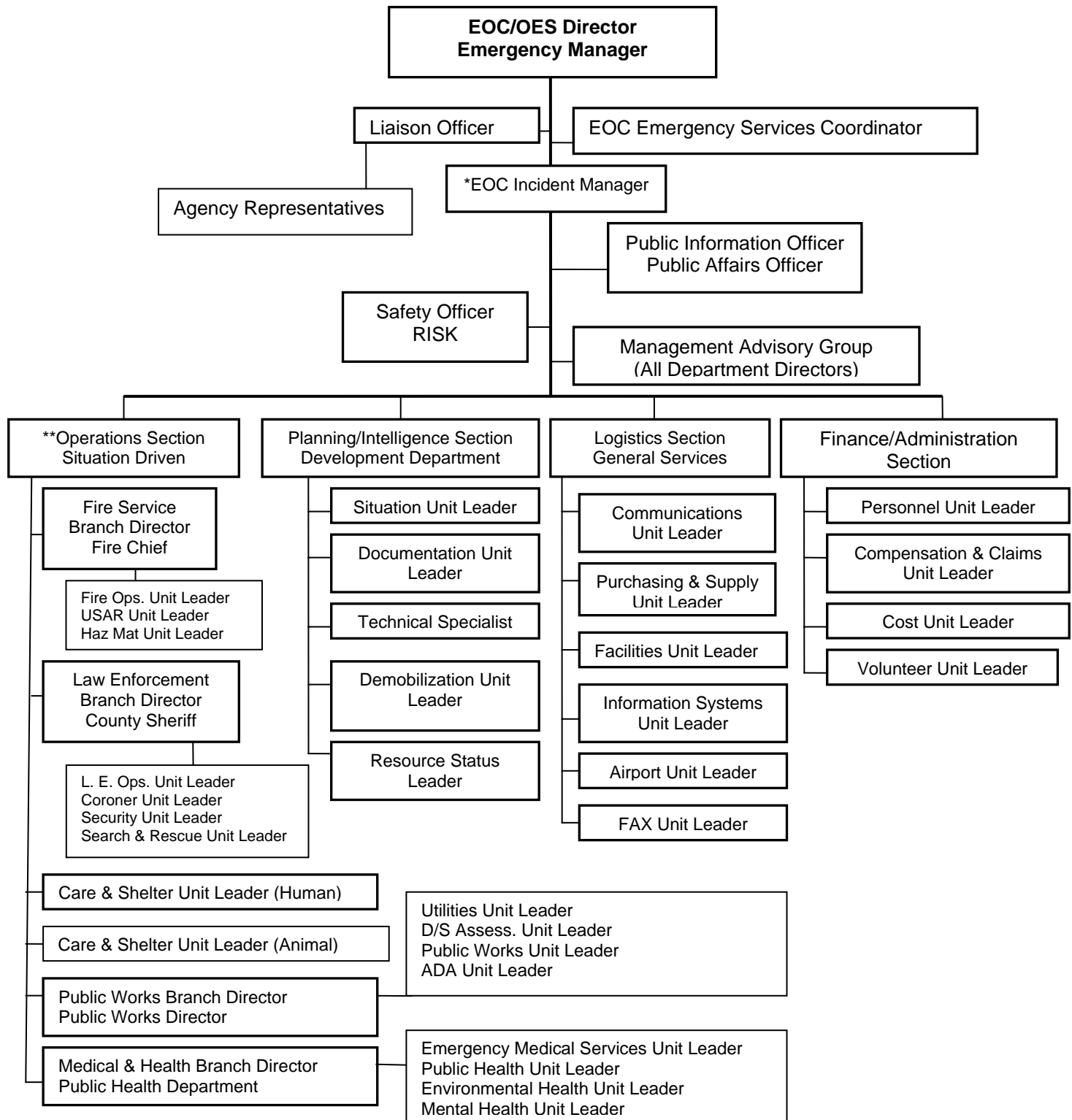
The following checklists are guidelines for field responders and are not intended to substitute for an individual IC's judgment based upon training, experience, the incident and circumstances.

ABOUT FIELD RESPONSE CHECKLISTS

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.
- The checklists for each agency are designed to flow from increased readiness actions to general response actions for all incidents.
- For each City department, the hazard-specific checklists or SOP's only include those specific hazards for which that agency has a field response responsibility.

CITY OF FRESNO - EMERGENCY OPERATIONS PLAN

EOC ORGANIZATIONAL CHART



*EOC Incident Manager will be staffed dependant on the nature of the incident.

**The Operations Section Chief position may be staffed differently dependant on the type and severity of the event

CITY OF FRESNO

EMERGENCY OPERATIONS CENTER

POSITION CHECK LIST

EMERGENCY OPERATIONS PLAN MANAGEMENT SECTION



MANAGEMENT SECTION

GENERIC CHECK LIST

CITY OF FRESNO

Primary: To Be Used By All Departments
Alternate:
Supervisor: OES/EOC Director
Section: Emergency Management

ACTIVATION CHECKLIST

- Check in with Check-In Recorder at the City of Fresno EOC.
- Report to the City of Fresno EOC Director/Coordinator, Section Chief, Branch Director, or other assigned Supervisor.
- Set up work station(s) and review position(s) responsibilities.
- Establish and maintain activity log (ICS Form 214) chronologically recording actions taken.
- Determine your resource needs such as computer, phone, plan copies, and other reference documents.

DEACTIVATION CHECKLIST

- When relieved, ensure replacement is thoroughly briefed; complete (ICS Briefing Form 201).
- When deactivation is approved by the City of Fresno EOC Director, contact agencies and/or persons worked with and notify them of:
 - When deactivation will take place.
 - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements.
- Ensure the following has been completed:
 - Filling out of final reports, including the after action report.
 - Close out of section's activity logs (ICS Form 214).
 - Transfer of ongoing missions and/or actions to appropriate full time staff.
- Ensure work areas have been cleaned up and return the facility to normal.
- Leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

GENERIC CHECKLIST

EOC DIRECTOR

Primary: City Manager
 Department Director – responsible for primary response

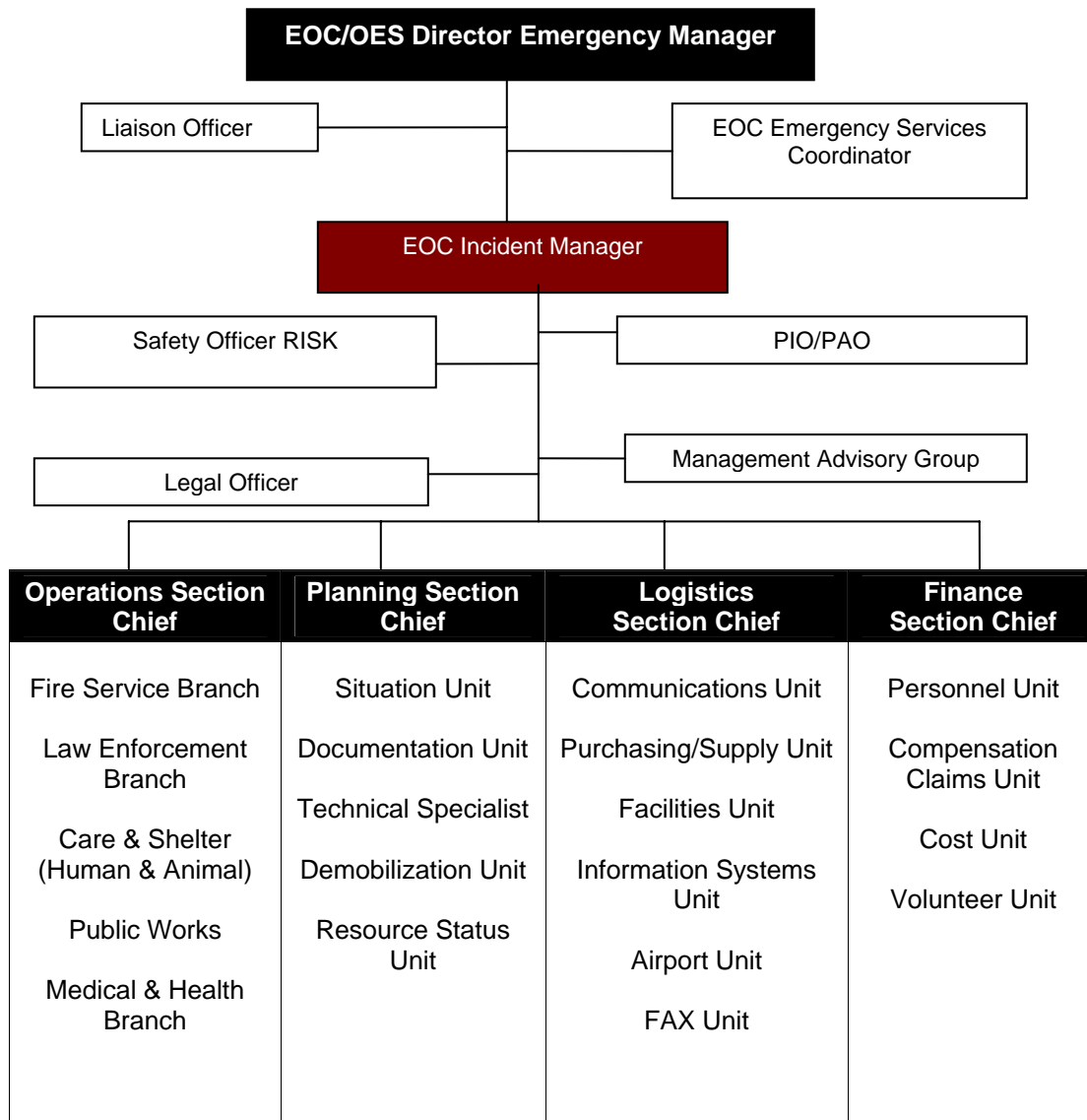
Alternate: Assistant City Manager

Supervisor:

Section: Emergency Management

GENERAL DUTIES

- Emergency Manager in charge of City of Fresno OES.
- Make executive decisions.
- Make rules, regulations, and orders.
- Manages, controls, and directs the emergency organization.
- Makes emergency declarations.
- Develops strategies and approves incident action plan.
- Ensure proper field coordination with state and federal agencies.



EOC DIRECTOR

RESPONSIBILITIES

- Overall management of City of Fresno's Emergency Response Effort

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the available resources.
- Open and maintain an event log (ICS Form 214).
- Activate partial or full EOC per emergency and information.
- Insure all key personnel or alternates are in the City of Fresno EOC.
- Identify and brief Command Staff as required.
 - Liaison Officer
 - Public Information Officer
 - Safety Officer
- Identify and brief Section Chiefs as required.
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance Section Chief
- Assess the situation.
- Define the problem.
- Establish priorities.
- Determine the need for evacuation.
- Estimate the emergency duration.
- Review Municipal Code and Charter of Fresno California - Chapter 2 Article 5 Emergency Services Ordinance (Annex 11)

MANAGEMENT SECTION

EOC DIRECTOR

Determine need to make a “Local Emergency Declaration.”

Establish frequency and brief entire management staff.

NOTE: Section Chiefs are included with the management staff.

Establish operational work periods for all City of Fresno EOC and field personnel.

Designate a liaison to Fresno County OES, impacted cities, and special districts.

Develop an incident action plan with assistance of Management Staff, Planning, and other Section Chiefs.

Execute incident action plan.

The ADA coordinator shall be involved in all action planning.

Initiate required public warnings via PIO/PAO.

Notify Fresno County Operations Center to request additional resources. (Except fire, law enforcement, and medical.)

Review and approve all requests for outside (purchased) resources and mutual aid.

Establish communications as required:

- Law Enforcement
- Fire
- Public Works
- Health and Medical
- Special Needs Service Agencies
- Amateur Radio Operators
- Schools
- Red Cross
- Utility Companies
- Other Jurisdictions
- Special Districts

Coordinate EOC functions with special districts, cities, state and federal emergency organizations.

If resources within the City of Fresno are available, prepare to provide mutual aid to other jurisdictions impacted by the local emergency.

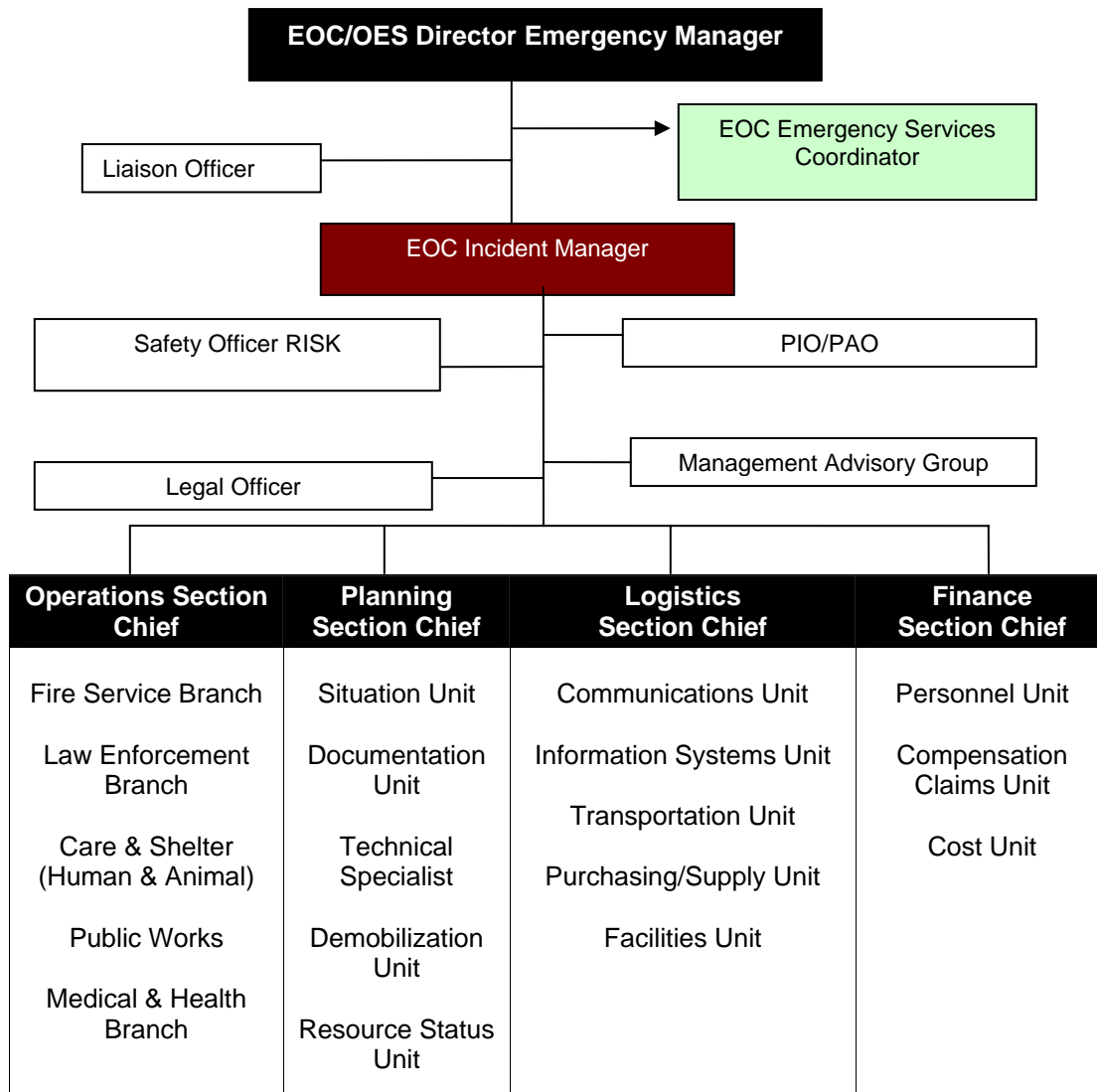
MANAGEMENT SECTION

EOC COORDINATOR

Primary: OES Coordinator/Supervisor
Alternate: As Assigned by EOC Director
Supervisor: EOC Director
Section: Emergency Management

GENERAL DUTIES

- Facilitate the City of Fresno EOC process.
- Serve as an advisor to the City of Fresno EOC Director.
- Act on behalf of the City of Fresno EOC Director as Liaison Officer to Fresno County OES.
- Provide information, answer questions, give direction, and coordinate EOC staff.



EOC COORDINATOR

RESPONSIBILITIES

- Assist EOC Director in all areas of emergency. Maintain contact with Liaison Officer of Fresno County OES and provide direction in all matters that require a management decision for the City of Fresno EOC Director.

ACTIVATION CHECKLIST

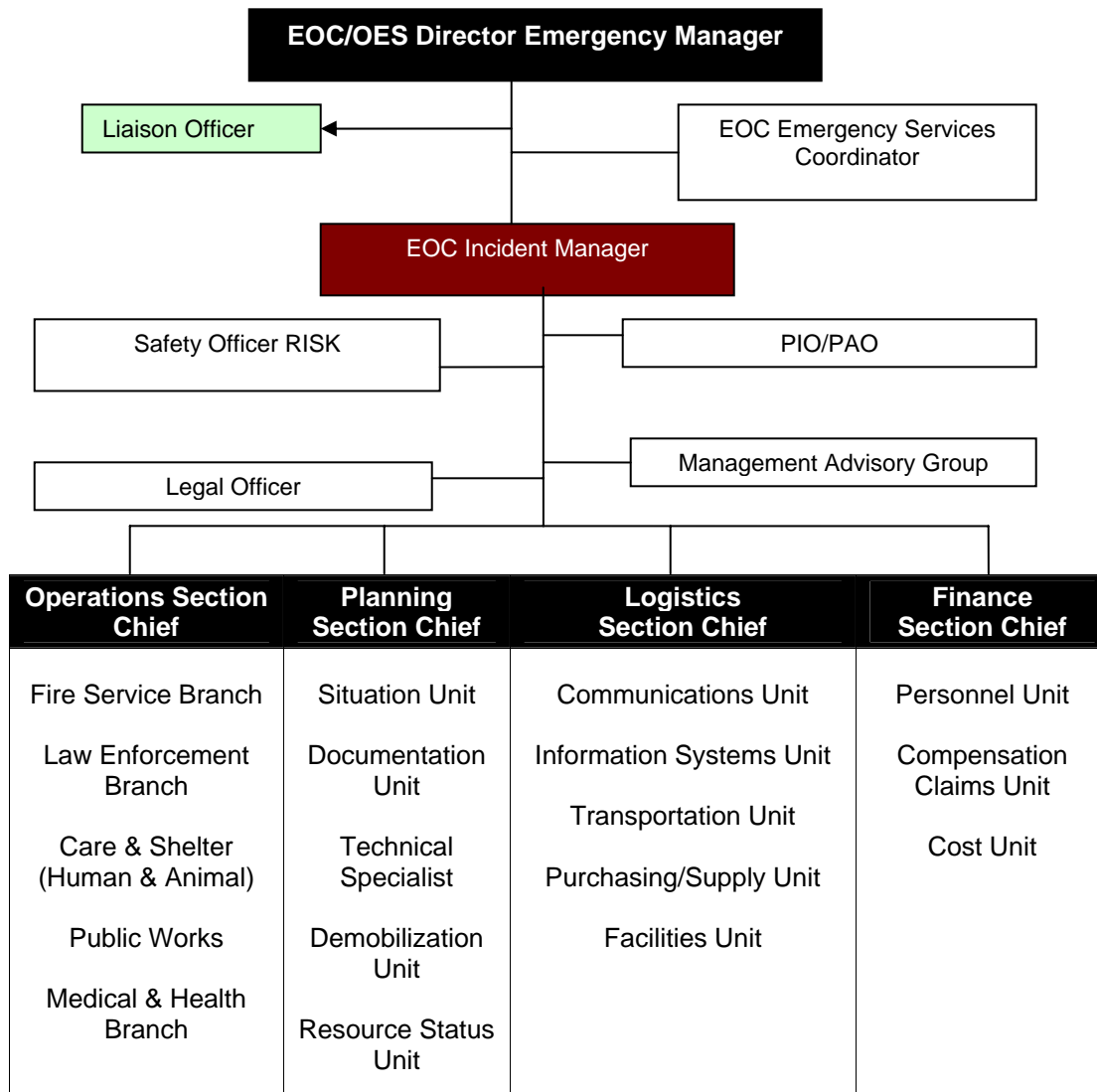
- Read the entire action checklist.
- Initiate EOC activation plan.
- Sign in on City of Fresno EOC sign in/out sheet.
- Open briefing on extent of emergency.
- Open and maintain an event log (ICS Form 214).
- Assess emergency and provide advice to the Emergency Manager as to the extent of activation of the City of Fresno EOC.
- Assist Emergency Manager with filling workstation positions.
- Provide assistance and information to Section Chiefs.
- Working with the management staff, assist the Emergency Manager in the development of an overall strategy:
 - Assess the situation
 - Define the problem
 - Establish priorities
 - Determine the need for evacuation
 - Estimate the emergency duration
 - Determine the need to make an "Emergency Declaration"
- Assist in the development and execution of an Incident Action Plan.
- Facilitate briefing sessions required by the Emergency Manager.
- As Liaison for the City of Fresno to the Fresno County OES, make all necessary notifications to the Fresno County EOC for mutual aid, except for law enforcement, fire, and medical.
- Act as liaison for the City of Fresno to all cities and special districts, coordinating all City of Fresno EOC functions with neighboring jurisdictions.
- Check to ensure that all necessary communications have been established (i.e., radio, computers, phone lines, etc.).
- Provide periodic updated briefing to the Emergency Manager.

LIAISON OFFICER

Primary: As Assigned By EOC Director
Alternate: Law Enforcement
 Fire
Supervisor: EOC/OES Director
Section: Emergency Management

GENERAL DUTIES

- Main point of contact and coordination for providing support to incoming agency representatives.
- Coordinates dispatch of agency representatives to other jurisdictions or other non-EOC organizations working in the operational area.
- Main point for circumstances concerning VIPs, and dignitaries visiting the area.



LIAISON OFFICER

RESPONSIBILITIES

- Oversee liaison activities at EOC. Coordinating agency representatives assigned to the City of Fresno EOC as well as handling requests from other agencies for sending liaison personnel to other EOCs.
- Function as the point of contact for agency representatives, arranging for workspace and required support.
- Ensure the City of Fresno EOC developed guidelines; directives, incident action plans, and appropriate information are disseminated to agencies.
- Coordinator and point of contact for all VIP and dignitary visits.

ACTIVATION CHECKLIST

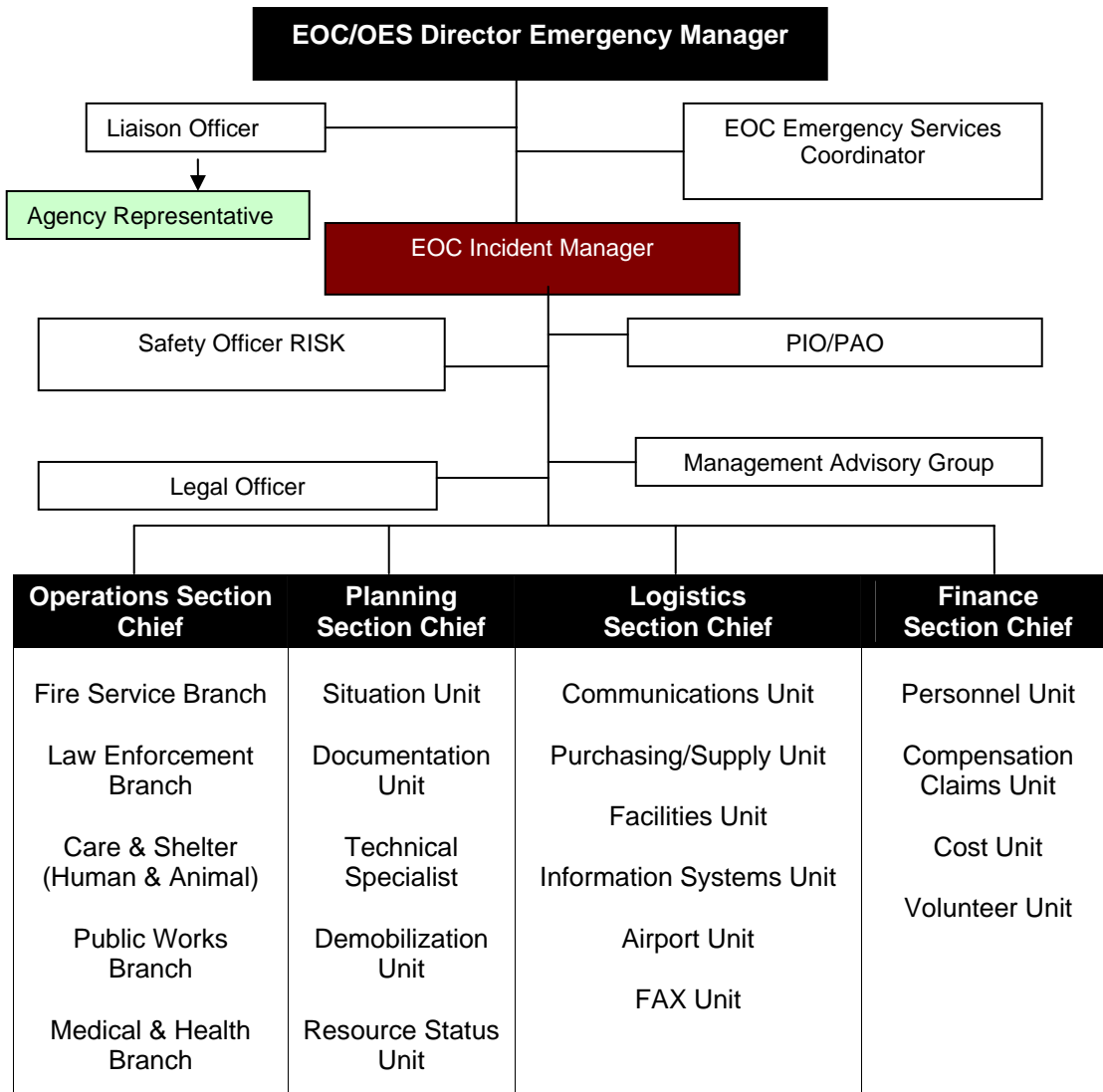
- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the management staff.
- Open and maintain an event log (ICS Form 214).
- Assess the situation and determine the following:
 - What operational area/agency representatives will be at the City of Fresno EOC?
 - What support will these representatives need?
 - Are any VIPs or dignitaries in the affected area(s)?
- Determine on-site/external communications capability and restrictions (telephone, fax, RIMS, e-mail, etc).
- Ensure all on-site and incoming agency representatives:
 - Have signed into the City of Fresno EOC.
 - Understand their role in the EOC and know their work location.
 - Understand EOC organization and floor plan.
- Coordinate liaison to outside agencies.
- Prepare and submit input to the initial situation summary.
- Brief agency representatives on current situation, priorities, and EOC action plan. Provide periodic updates/briefings as necessary.
- Request representatives contact their agency; determine the level of activation of agency facilities; obtain intelligence/information useful to the City of Fresno EOC.
- Compile a list of agency representatives and make available (agency name and EOC phone) to all Section Chiefs.
- Direct EOC staff requesting agency information to appropriate representatives.
- Provide periodic briefings to the City of Fresno EOC Director/Coordinator.

AGENCY REPRESENTATIVES

Primary: Specific Member Jurisdiction or Agency Representative
Alternate: None
Supervisor: EOC Liaison Officer
Section: Emergency Management

GENERAL DUTIES

- Be able to speak on behalf of their state, federal, special district, within established policy limits, acting as a liaison between their agency and the City of Fresno.
- Facilitate requests to or from their agency, but normally do not directly act on or process resource requests.
- Responsible for obtaining situation status information and response activities from their agency for the City of Fresno EOC.



AGENCY REPRESENTATIVE

RESPONSIBILITIES

- Able to speak on behalf of their state, federal, special district, within established policy limits, acting as a liaison between their agency and the City of Fresno operational area.
- Facilitate requests to or from their agency, but normally do not directly act on or process resource requests.
- Responsible for obtaining situation status information and response activities from their agency for the City of Fresno EOC.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the management staff.
- Open and maintain an event log (ICS Form 214).
- Facilitate requests for support/information your agency provides.
- Keep current on the general status of resources and activities associated with your agency.
- Provide appropriate situation information to the planning/intelligence section.
- Represent your agency at planning meetings, providing update briefings about your agency's activities, and priorities, as appropriate.
- Keep your agency executives informed; ensure that you can provide agency policy guidance, and clarification for the City of Fresno EOC Director, as required.
- On a regular basis, inform your agency of the City of Fresno EOC's priorities and actions that may be of interest.
- Maintain logs and files associated with your position.
- Prepare and submit input to the initial situation summary.
- Determine if there are any communication problems with contacting external agencies.
- Know the working location for any agency representative assigned directly to a City of Fresno EOC section.
- Provide periodic updated briefings to the City of Fresno EOC Director/Coordinator.

EOC INCIDENT MANAGER

Primary: EOC Incident Manager
 Department Director – Responsible for primary response

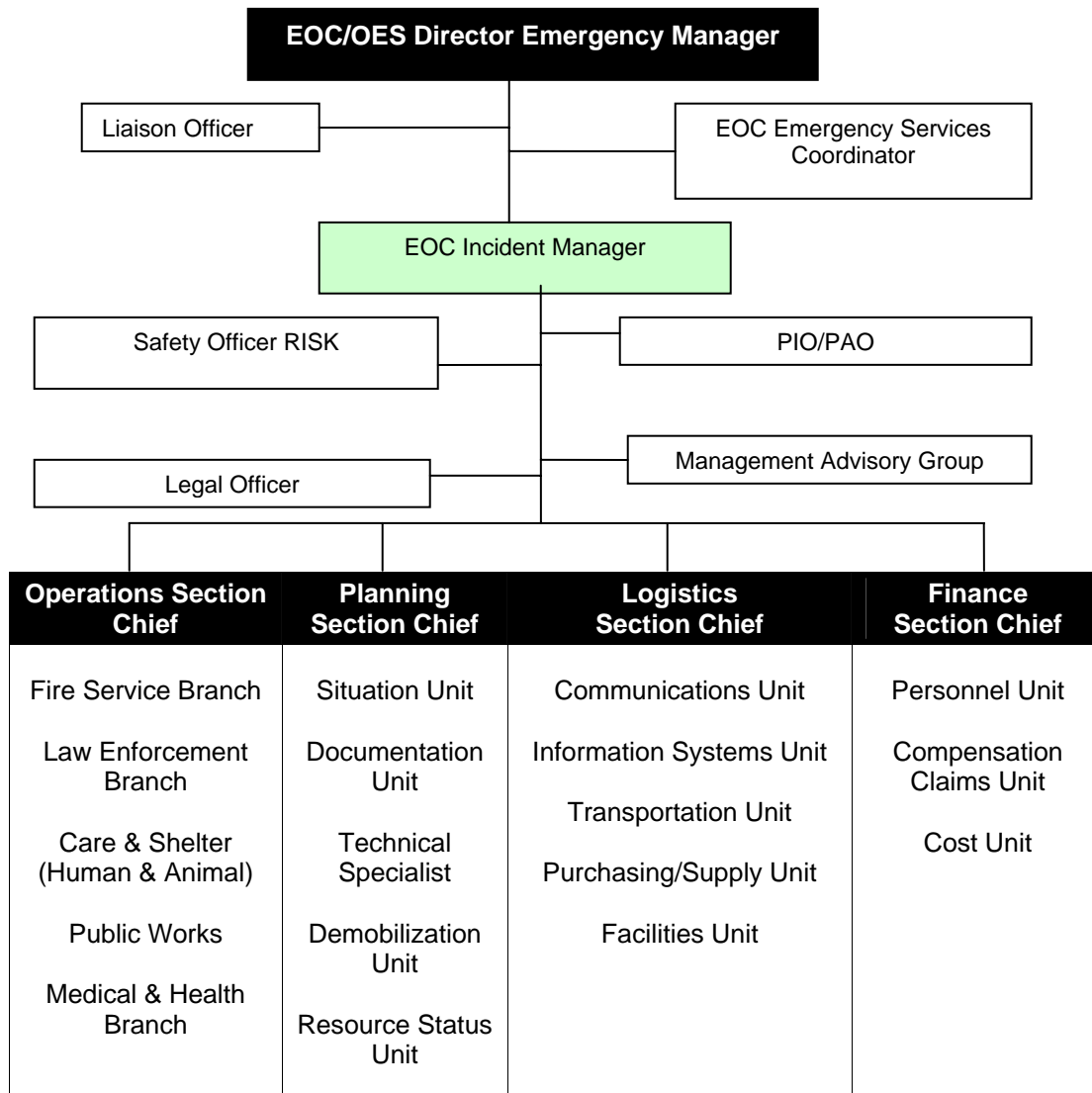
Alternate: EOC Director

Supervisor:

Section: Emergency Management

GENERAL DUTIES

- Coordinates EOC Functions.
- Manages, controls, and directs the emergency organization.
- Develops strategies and approves incident action plan.
- Ensure proper field coordination with state and federal agencies.



EOC INCIDENT MANAGER

RESPONSIBILITIES

- Assignment is determined by the type of incident.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the available resources.
- Open and maintain an event log (ICS Form 214).
- Activate partial or full EOC per emergency and information.
- Insure all key personnel or alternates are in the City of Fresno EOC.
- Identify and brief Command Staff as required:
 - Liaison Officer
 - Public Information Officer
 - Safety Officer
- Identify and brief Section Chiefs as required:
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance Section Chief
- Assess the situation.
- Define the problem.
- Establish priorities.
- Determine the need for evacuation.
- Estimate the emergency duration.

MANAGEMENT SECTION

EOC INCIDENT MANAGER

Determine need to make a "Local Emergency Declaration."

Establish frequency and brief entire management staff.

NOTE: Section Chiefs are included with the management staff.

Establish operational work periods for all City of Fresno EOC and field personnel.

Designate a liaison to Fresno County OES, impacted cities, and special districts.

Develop an incident action plan with assistance of Management staff, Planning and other Section Chiefs.

Execute incident action plan.

The ADA coordinator shall be involved in all action planning.

Initiate required public warnings via PIO/PAO.

Notify Fresno County Operations Center to request additional resources. (Except fire, law enforcement, and medical.)

Review and approve all requests for outside (purchased) resources and mutual aid.

Establish communications as required:

- Law Enforcement
- Fire
- Public Works
- Health and Medical
- Special Needs Service Agencies
- Amateur Radio Operators
- Schools
- Red Cross
- Utility Companies
- Other Jurisdictions
- Special Districts

Coordinate EOC functions with special districts, cities, state and federal emergency organizations.

If resources within the City of Fresno are available, prepare to provide mutual aid to other jurisdictions impacted by the local emergency.

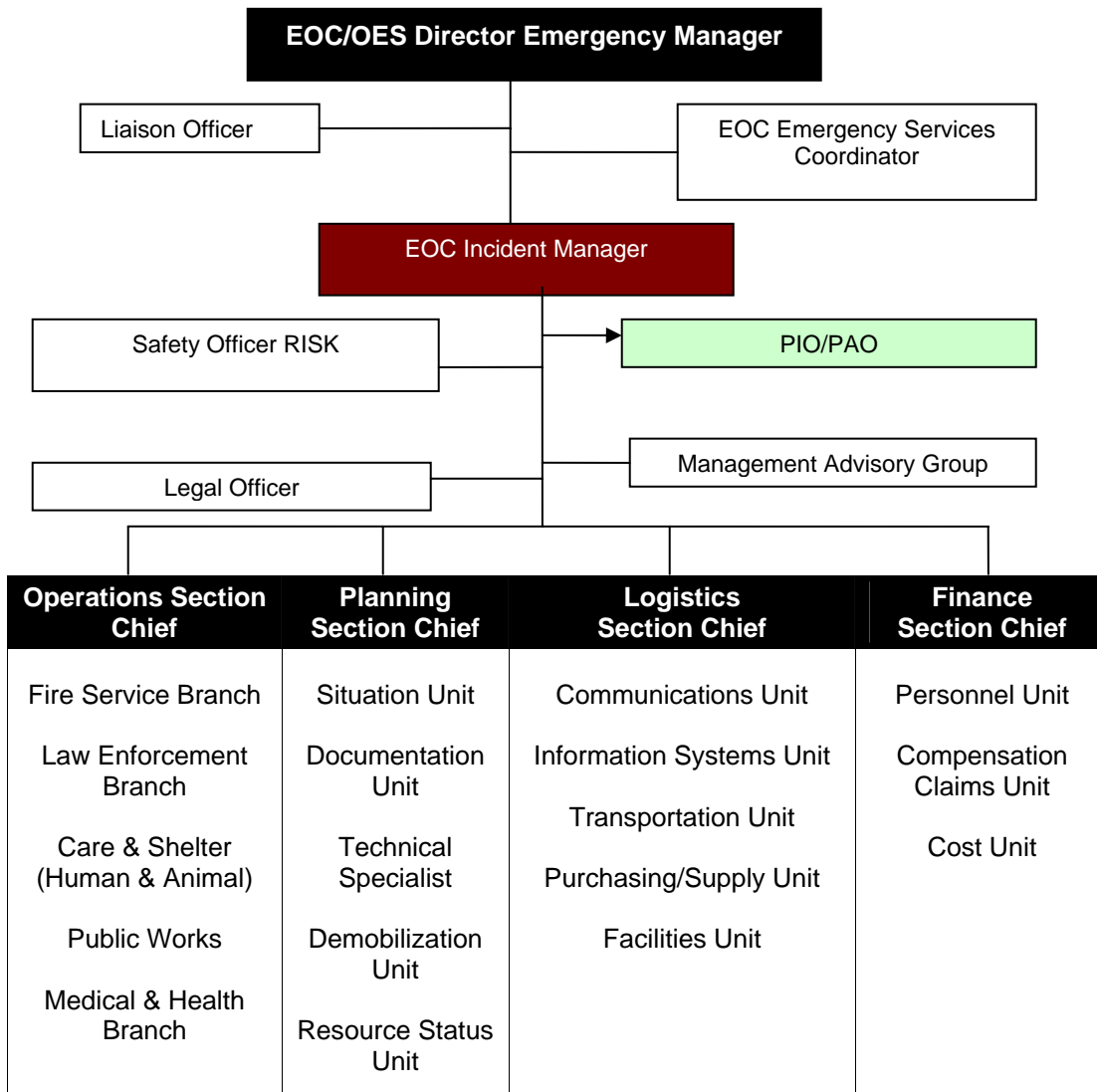
MANAGEMENT SECTION

PUBLIC INFORMATION OFFICER

Primary: City of Fresno PIO/PAO
Alternate: Police Department PIO
 Airport PIO
Supervisor: EOC Incident Manager
Section: Emergency Management

GENERAL DUTIES

- Prepare and disseminate emergency public information. Coordinate with and utilize the Joint Information Center (JIC).
- Keep the public informed, on a timely basis, during a threatened or actual emergency through the use of the media or other available means such as the Emergency Alert System. Ensure continuous ADA needs.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Provide rumor control.
- Provide information to EOC Incident Manager and Management Staff.



PUBLIC INFORMATION OFFICER

RESPONSIBILITIES

- Coordinate, formulate, and release information about the emergency to the news media and other appropriate agencies, approved by the City of Fresno EOC Director/Coordinator.
- Supervise the Public Information Branch/Joint Information Center, if activated.

ACTIVATION CHECKLIST

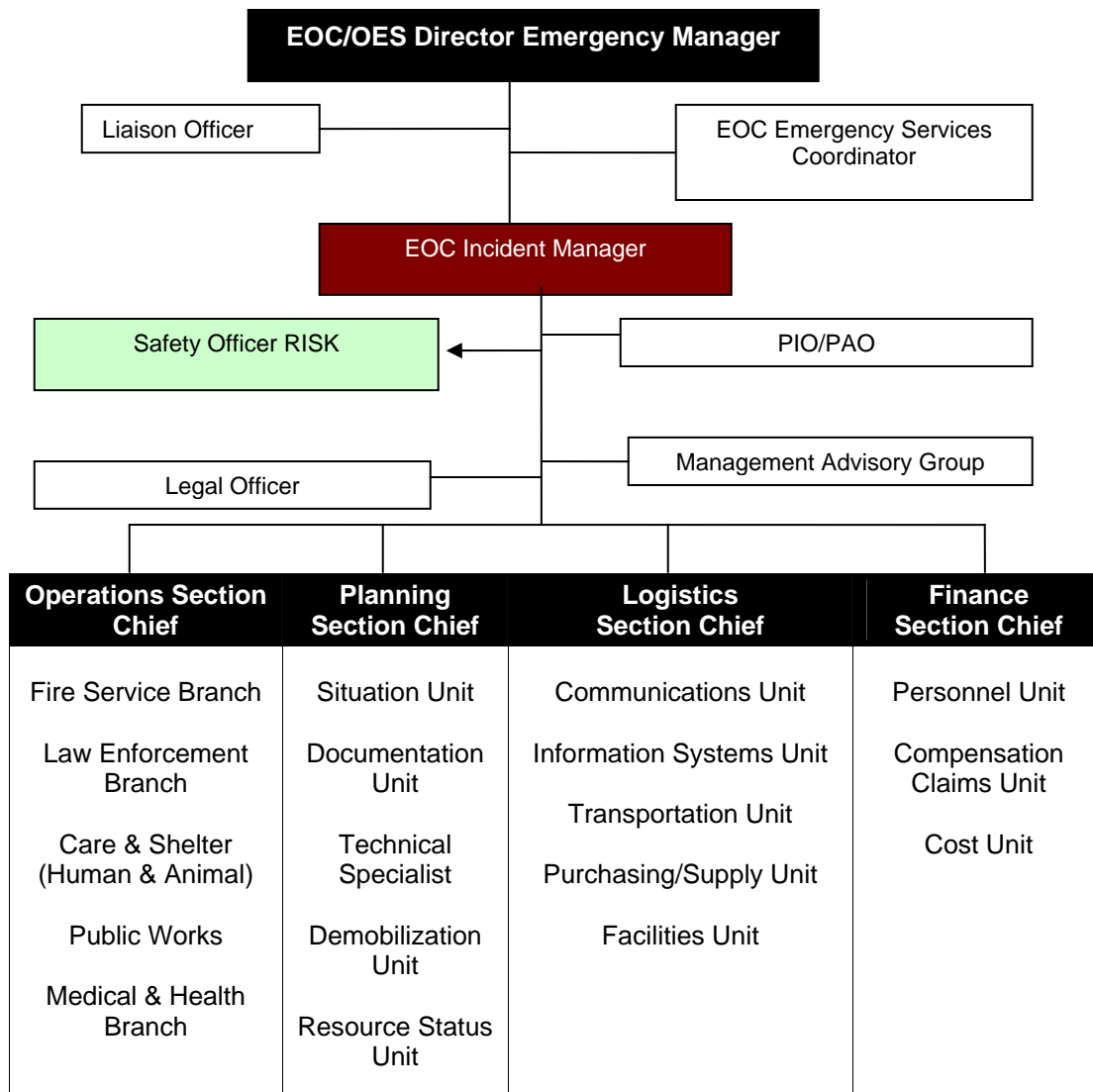
- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager and management staff and assess the situation.
- Open and maintain an event log (ICS Form 214).
- Prepare initial information summary ASAP after arrival.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.
- Activate the PAO Joint Information Annex.
- Observe constraints on release of information imposed by management.
- Obtain approval for release of all information from the City of Fresno EOC Incident Manager, or designated representative.
- Establish necessary contacts with media (newspaper, radio, and television). Provide assistance as required.
- Establish information center and necessary workspace for news media center.
- Arrange for an escort service for the media and VIPs.
- Attend all meetings of the management staff to update news releases.
- Arrange meetings between media and emergency personnel and/or members of the Fresno City Council as appropriate for the situation.
- Monitor television and radio broadcasts.
- Respond to special requests for information.
- Establish and assign staff to operate a rumor control telephone hotline.
- Provide information to public on available transportation routes, road closures, etc.
- Publicize an office list of disaster application centers and shelter sites.
- Ensure announcements are translated for special populations.
- Provide periodic briefings to the City of Fresno EOC Incident Manager.
- Coordinate public inquiries and call center/hotlines (i.e., One-Call Center and United Way 211 Center).

SAFETY OFFICER⁴⁰

Primary: Fire/Police Department
Alternate: Fire/Police Department – Risk Manager
Supervisor: EOC Incident Manager
Section: Emergency Management

GENERAL DUTIES

- Monitors activities in the City of Fresno EOC and ensures that the work environment is conducive to safe operations.
- Observes group interaction and individual performance to ensure that work related stress does not adversely affect the performance of the staff.



SAFETY OFFICER⁴⁰

RESPONSIBILITIES

- Ensure that all facilities used in support of the City of Fresno EOC operations have safe operating conditions.
- Monitor all City of Fresno EOC and related facility activities to ensure that they are conducted as safely as possible, under the circumstances.
- Stop or modify all unsafe operations.

ACTIVATION CHECKLIST

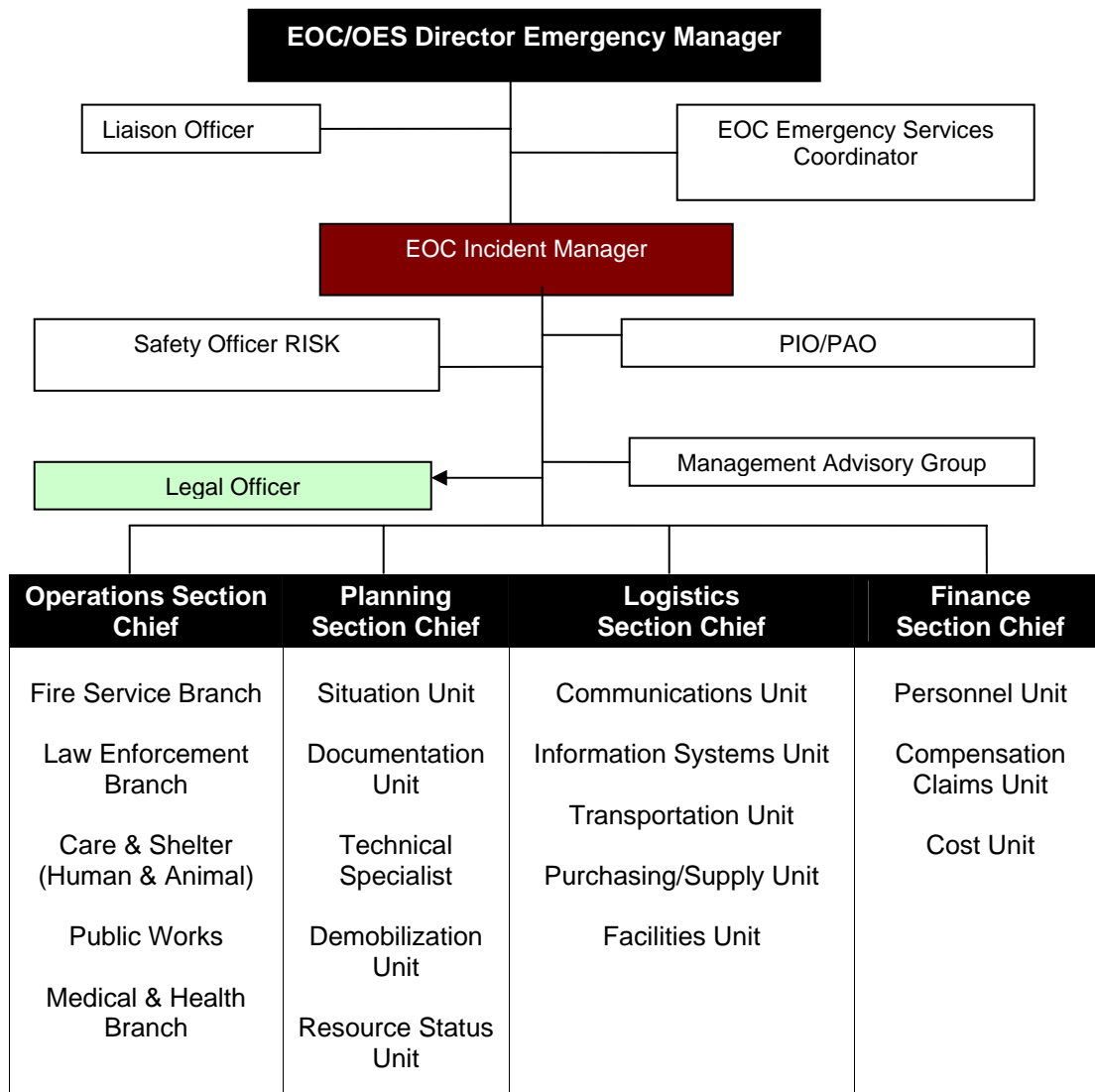
- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the management staff.
- Open and maintain an event log (ICS Form 214).
- Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the City of Fresno EOC Incident Manager of any conditions and actions, which might result in liability.
- Study the facility to learn the location of all fire extinguishers, fire hoses, and emergency manual pull alarm stations.
- Be familiar with particularly hazardous conditions in the facility and mitigate where possible.
- If the event, which caused the EOC activation is an earthquake, provide guidance regarding action to be taken in preparation for aftershocks.
- As needed, confer with logistics for assistance in mitigating safety problems.
- Provide periodic updated briefings to the City of Fresno EOC Incident Manager.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

LEGAL OFFICER

Primary: City Attorney
Alternate: Deputy Counsel
Supervisor: EOC Incident Manager
Section: Emergency Management

GENERAL DUTIES

- Advise the City of Fresno EOC Incident Manager on legal requirements of the City of Fresno during an emergency.
- Prepare legal documents and provide legal services as required.
- Maintain legal information, records, and reports relative to the emergency.



LEGAL OFFICER

RESPONSIBILITIES

- Advise the City of Fresno EOC/OES Director Emergency Manager, EOC Incident Manager, City Council, and Management Advisory Group on the legal requirements of the City of Fresno during an emergency.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the management staff.
- Open and maintain an event log (ICS Form 214).
- Establish areas of legal responsibilities and/or potential liabilities.
- Appoint and brief staff as necessary.
- Prepare proclamations, emergency ordinances, and other legal documents as required by the City Council and City of Fresno EOC Incident Manager.
- Advise the City Council, EOC/OES Director Emergency Manager, City of Fresno EOC Incident Manager, and the Management Advisory Group on the legality and/or legal implications of contemplated emergency actions and policies.
- Advise the ADA Advisor on the legality and/or legal implications of contemplated emergency actions and policies.
- Develop emergency rules, regulations, and laws required for acquisition and/or control of critical resources.
- Check the necessary ordinances and regulations to provide a legal basis for evacuation of citizens.
- Coordinate with law enforcement and the District Attorney to commence such civil and criminal proceedings as necessary to appropriate, implement, and enforce emergency actions.
- Prepare documents relative to the demolition of hazardous structures or conditions.
- Provide periodic updated briefings to the City of Fresno EOC Incident Manager.

MANAGEMENT ADVISORY GROUP

Primary: City of Fresno – Police Chief
City of Fresno – Fire Chief
City of Fresno – Public Works Director
City of Fresno – Public Utilities Director
City of Fresno – Attorney
City of Fresno – FAX Director & Airport Director
County of Fresno – Environmental Health Director/OES

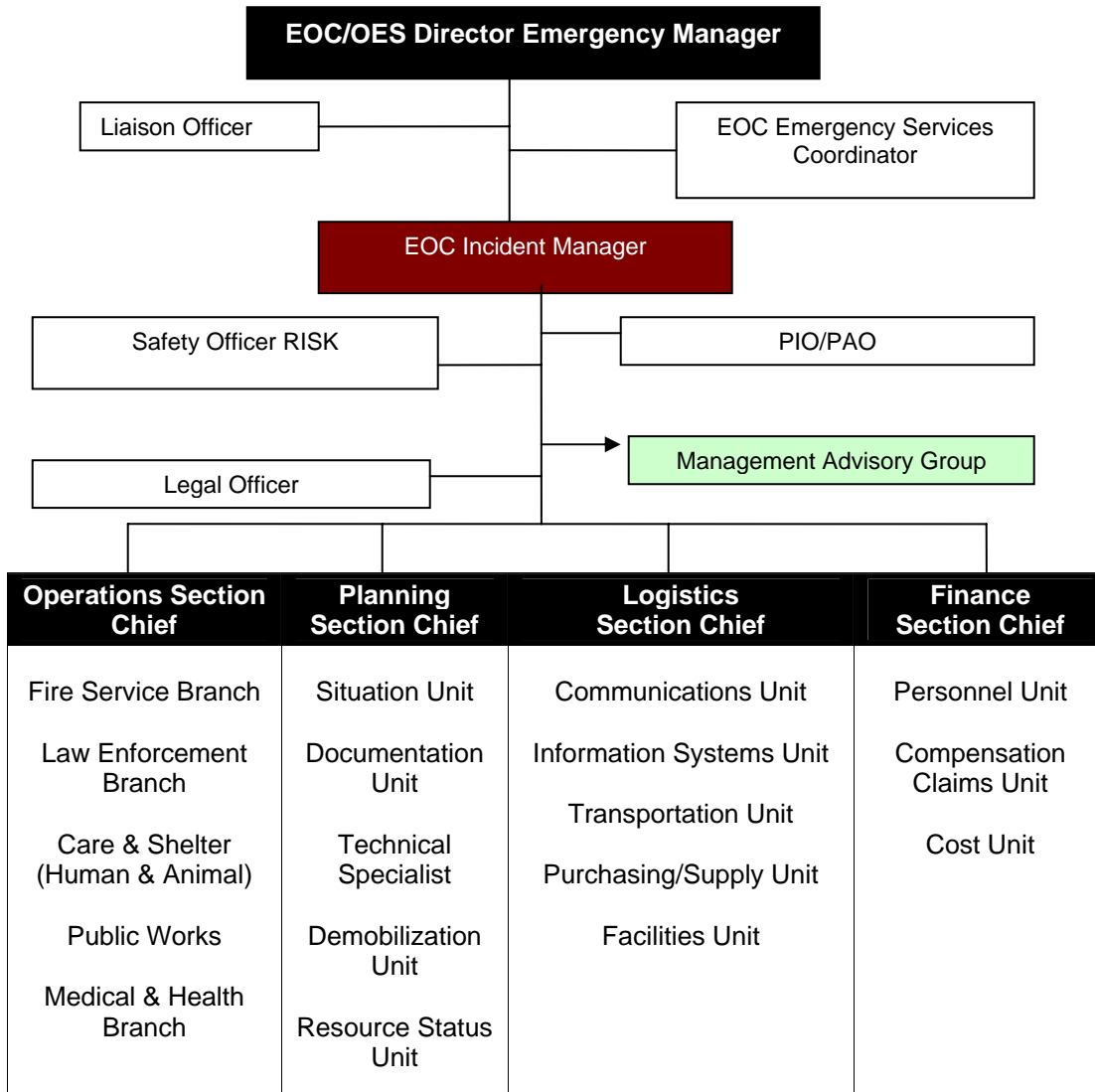
Alternate:

Supervisor: EOC Incident Manager

Section: Emergency Management

GENERAL DUTIES

- Provide special technical expertise in order for the policy group to establish policy.
- Working as a team, formulate the strategy, and provide direction for the action plan.
- Act as a resource, providing possible plans to mitigate the emergency.



MANAGEMENT ADVISORY GROUP

RESPONSIBILITIES

- Assess the emergency, provide assistance with policy decisions.

ACTIVATION CHECKLIST

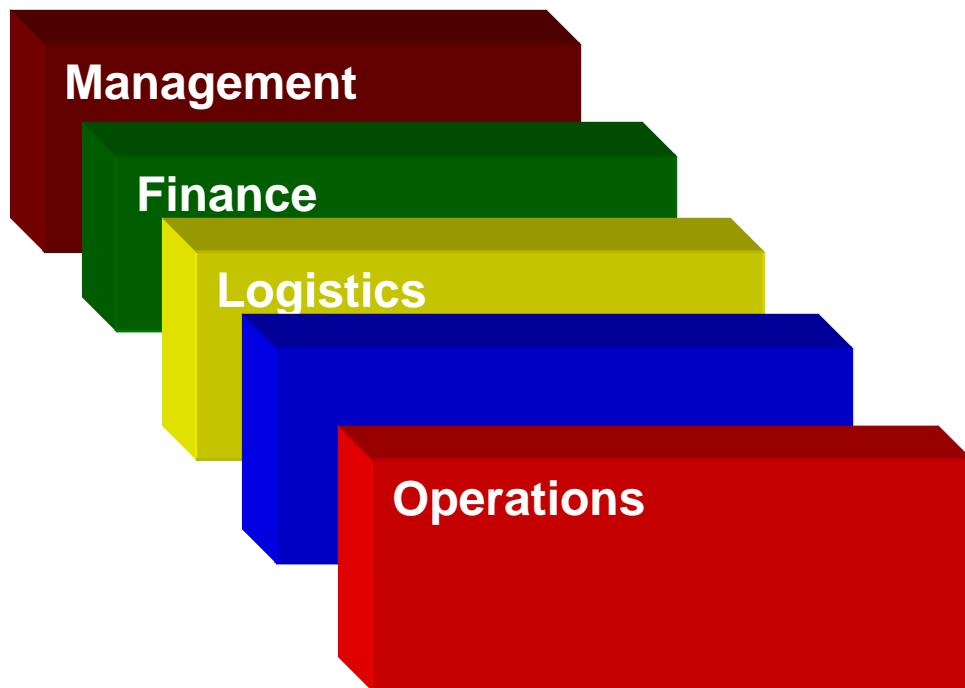
- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the management staff.
- Open and maintain an event log (ICS Form 214).
- Coordinate with the ADA Advisor to ensure policy and procedures are in compliance.
- With the City of Fresno EOC Incident Manager and management staff:
 - Assess the situation
 - Define the problem
 - Establish priorities
 - Determine the need for evacuation
 - Estimate incident duration
- Attend strategy meetings called by the City of Fresno EOC Incident Manager.

CITY OF FRESNO

EMERGENCY OPERATIONS CENTER

POSITION CHECK LIST

EMERGENCY OPERATIONS PLAN OPERATIONS SECTION



OPERATIONS SECTION

OPERATIONS SECTION CHIEF⁴¹

Primary: The Overall Field Commander & Operations Section Chief will be determined by the type of emergency either natural or man-made as outlined in the section below

Alternate: Fire/Law Enforcement

Supervisor: EOC Incident Manager

Section: Operations

Natural Disasters		Man-Made Disasters	
State of War	Police Department	Civil Disturbance	Police Department
Earthquake	Fire Department	Terrorism	Police Department
Fire	Fire Department	Hazardous Materials	Fire Department
Weather	Fire Department	Traffic Accident	Police Department
Medical	Fire Department	Power Outages	Police Department

GENERAL DUTIES

- Manage the Operations Section.
- Evaluate and act on operational information.
- Prioritize response activities.

OPERATIONS SECTION

OPERATIONS SECTION				
Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Fire Operations Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Unit	Emergency Medical Services Unit
Heavy Urban Search & Rescue Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Hazardous Materials Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

OPERATIONS SECTION CHIEF⁴¹

RESPONSIBILITIES

- Coordinate emergency operations units of the Operations Section:
 - Fire Service Branch
 - Law Enforcement Branch
 - Care & Shelter Branch
 - Public Works Branch – Flood Operations
 - Medical & Health Branch
 - General Warning
 - Special population warning
 - Authority to activate Emergency Alert System
 - Inmate evacuation
 - Traffic direction and control
 - Debris Removal
 - Evacuation
 - Evacuation and care for pets and livestock
 - Access control
 - Hazardous materials management
 - Coroner operations
 - Emergency medical care
 - Transportation management
 - Crisis counseling for emergency responders
 - Urban search and rescue
 - Disease prevention and control
 - Utility restoration
 - Initial Damage Assessments
 - Safety Assessments
 - Shelter and feeding operations
 - Emergency food and water distribution
- Implement the operations element of the incident action plan.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the City of Fresno EOC Incident Manager.
- Open and maintain an event log (ICS Form 214).
- Attend all management staff meetings to gather information of overall strategy and assist the Planning Section in the development of the incident action plan.
- Evaluate the community situation and gather information regarding special events, activities, and occurrences. Coordinate efforts with the Situation Unit and Planning section.
- Assign and brief the operations personnel in accordance with the incident action plan.

OPERATIONS SECTION

**OPERATIONS SECTION CHIEF
ACTIVATION CHECKLIST**
(continued)

OPERATIONS SECTION

- Provide periodic update briefings to the City of Fresno EOC Incident Manager.
- Determine the needs and request more resources as necessary.
- Coordinate activities of departments and agencies involved in operations, ensure ADA awareness.
- Establish communications with affected areas.
- Assign specific work tasks to the Operations Section units as necessary.
- Ascertain what resources are presently committed. Coordinate further needs with the Logistics Section Chief.
- Receive, evaluate, and disseminate emergency operational information.
- Maintain liaison with other jurisdictions.
- Provide all emergency information to the Management Advisory Group and the PIO/PAO including special populations and general warning.
- Review the incident Action Plan for continuation, change, etc.
- Ensure the required records and documentation of personnel and equipment used during the emergency/disaster is maintained. Precise information is essential to meet requirements for reimbursement by the state and federal Governments.
- Ensure food and water distribution to afforded population field units and EOC Staff.
- Ensure access control to field emergency locations and EOC.

FIRE SERVICE BRANCH DIRECTOR

Primary: Fire Department
Alternate: Fire Staff
Supervisor: EOC Incident Manager or Operations Section Chief
Section: Operations

Natural Disasters		Man-Made Disasters	
State of War	Police Department	Civil Disturbance	Police Department
Earthquake	Fire Department	Terrorism	Police Department
Fire	Fire Department	Hazardous Materials	Fire Department
Weather	Fire Department	Traffic Accident	Police Department
Medical	Fire Department	Power Outages	Police Department

GENERAL DUTIES

- Coordinate with the Operations Section Chief.
- Brief the City of Fresno Fire Department, Department of Operations Center (DOC), and City of Fresno EOC Incident Manager.
- Supervise the units of the Fire Service Branch.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Unit	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

FIRE SERVICE BRANCH DIRECTOR

RESPONSIBILITIES

- Coordinate all Fire Department activities in the City of Fresno EOC.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Fresno EOC Incident Manager or the Operations Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Check telephones and radio.
- Check with your department operation center for department update.
- Ascertain if all key fire department personnel or alternates are in the City of Fresno EOC or notified.
- Provide periodic update briefings to the Operations Section Chief.
- Brief the Fire Department Operations Center, if activated.
- Assign staff to the units of the Operations Section.
- Set fire department priorities, based on the nature and severity of the disaster.
- If there is little or no damage in your jurisdiction, be prepared to provide assistance to other mutual aid jurisdictions.
- Request mutual aid under the California Fire Mutual Aid System.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

URBAN SEARCH & RESCUE UNIT LEADER

Primary: Fire Department
Alternate: Fire Staff
Supervisor: Operations Section Chief
 Fire Service Branch Director (if activated)
Section: Operations

Natural Disasters		Man-Made Disasters	
State of War	Police Department	Civil Disturbance	Police Department
Earthquake	Fire Department	Terrorism	Police Department
Fire	Fire Department	Hazardous Materials	Fire Department
Weather	Fire Department	Traffic Accident	Police Department
Medical	Fire Department	Power Outages	Police Department

GENERAL DUTIES

- Determine the scope of the search and rescue mission.
- Assist in mobilizing search and rescue teams, at request of the Department Operations Center or Field IC.
- Provide search and rescue support as required to the operational area emergency response agencies, consistent with established priorities and objectives.
- Ensure deployed teams are provided adequate support.
- Supervise the Search and Rescue Unit.
- Coordinate mutual aid through Fire and Rescue Branch to the City of Fresno Operational Area Fire and Rescue Coordinator.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

URBAN SEARCH & RESCUE UNIT LEADER

RESPONSIBILITIES

- Provide search and rescue support to operational area emergency response agencies, consistent with established priorities and objectives.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Chief or Fire Service Branch Director.
- Open and maintain an event log (ICS Form 214).
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- Mobilize and deploy available search and rescue teams to the City of Fresno's unincorporated areas, contract areas, or to other emergency response agencies within the City of Fresno in a manner consistent with established priorities.
- Establish radio or cell phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- Coordinate with the Logistics Section to determine status and availability of search and rescue resources in operational area, specifically jurisdictions having organized Urban Search and Rescue (USAR) teams.
- Work closely with the Logistics Section in requesting additional USAR resources through the Fresno County OES/EOC.
- Coordinate with the law enforcement branch to determine availability of search dog units through mutual aid channels.
- Coordinate with Public Works to provide on-site assistance with rescue operations at the request of the team leaders.
- Coordinate with the Medical and Health Branch to provide on-site assistance to extricated victims requiring medical treatment.
- Coordinate with the Coroner's unit to provide on-site assistance in managing fatalities at search locations.
- Ensure team leaders develop a safety plan for each assigned mission.
- Monitor and track progress and status of each search and rescue team.
- Assist in Coordinating Regional Urban Search and Rescue Task Force.

OPERATIONS SECTION

**URBAN SEARCH & RESCUE UNIT LEADER
ACTIVATION CHECKLIST**
(continued)

- Ensure that team leaders report all significant events.
- Assist in establishing camp facilities for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

HAZARDOUS MATERIALS UNIT LEADER

Primary: Fire Department
Alternate: Fire Staff
Supervisor: Operations Section Chief
 Fire Service Branch Director (if activated)
Section: Operations

Natural Disasters	
State of War	Police Department
Earthquake	Fire Department
Fire	Fire Department
Weather	Fire Department
Medical	Fire Department

Man-Made Disasters	
Civil Disturbance	Police Department
Terrorism	Police Department
Hazardous Materials	Fire Department
Traffic Accident	Police Department
Power Outages	Police Department

GENERAL DUTIES

- Determine the scope of the hazardous materials incidents throughout the Operational area.
- Assist in mobilizing hazardous materials teams at request of the Department Operations Center or Field IC.
- Provide hazardous materials support as required to the Operational Area emergency response agencies consistent with established priorities and objectives.
- Ensure deployed teams are provided adequate support.
- Supervise the Search and Rescue Unit.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

HAZARDOUS MATERIALS UNIT LEADER

RESPONSIBILITIES

- Provide hazardous materials support as required to Operational Area emergency response agencies consistent with established priorities and objectives.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief or Fire Service Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Work closely with all Operations Section Branch Coordinators to determine the scope of hazardous materials incident responses required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for hazardous materials teams based on established priorities.
- Mobilize and deploy available hazardous materials teams to the City of Fresno's unincorporated areas, contract areas, or to other emergency response agencies within the City of Fresno Operational area in a manner consistent with established priorities.
- Establish radio or cell phone communication with all deployed hazardous materials team leaders to determine the scope of support required.
- Work with the Logistics Section to determine status and availability of Hazardous Materials Response Teams in Operational Area.
- Coordinate with Public Works to provide on-site assistance with hazardous materials operations at the request of the team leaders.
- Coordinate with the Medical and Health Branch to determine medical facilities where victims of hazardous materials incidents can be transported following decontamination.
- Coordinate with the Coroner's unit to provide on-site assistance in managing fatalities at hazardous materials scenes.
- Monitor and track progress and status of each hazardous materials team.
- Ensure that Hazardous Materials Team Leaders report all significant events.
- Assist in establishing camp facilities for Hazardous Materials Teams through the Logistics Section, if not addressed at the ICP or DOC.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information hazardous material, statistical, or personal identities of injured victims or fatalities.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

LAW ENFORCEMENT BRANCH DIRECTOR

Primary: City of Fresno Police Chief
Alternate: Assistant Police Chief
Supervisor: EOC Incident Manager
 Operations Section Chief (if activated)
Section: Operations

Natural Disasters	
State of War	Police Department
Earthquake	Fire Department
Fire	Fire Department
Weather	Fire Department
Medical	Fire Department

Man-Made Disasters	
Civil Disturbance	Police Department
Terrorism	Police Department
Hazardous Materials	Fire Department
Traffic Accident	Police Department
Power Outages	Police Department

GENERAL DUTIES

- Coordinate with the Operations Section Chief.
- Brief the Law Enforcement staff.
- Supervise the Units of the Law Enforcement Branch.
- Supervise the security of the City of Fresno EOC.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

LAW ENFORCEMENT BRANCH DIRECTOR

RESPONSIBILITIES

- Coordinate all law enforcement activities in the City of Fresno EOC.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the City of Fresno EOC Incident Manager or Operations Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Ascertain if all key law enforcement personnel or alternates are in the City of Fresno EOC or notified.
- Activate/notify mobile command center.
- Provide periodic update briefings to the Operations Section Chief.
- Brief the Law Enforcement Unit of the Operations Section.
- Set law enforcement priorities, based on nature and severity of the disaster.
- Coordinate all law enforcement activities with other units of the Operations Section and the Operations Section Chief. Consult with other Operation Units to assess the situation.
 - Fire
 - Care & Shelter
 - Public Works
 - Medical and Health
- Advise law enforcement field commanders of the plan of operations. Advise them of limitations and/or restrictions that exist.
- Coordinate multi-scene complications/problems.
- Identify from CHP emergency traffic routes.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

LAW ENFORCEMENT OPERATIONS UNIT LEADER

Primary: Police Department
Alternate: Police Staff
Supervisor: Operations Section Chief
 Law Enforcement Service Branch Director (if activated)
Section: Operations

Natural Disasters	
State of War	Police Department
Earthquake	Fire Department
Fire	Fire Department
Weather	Fire Department
Medical	Fire Department

Man-Made Disasters	
Civil Disturbance	Police Department
Terrorism	Police Department
Hazardous Materials	Fire Department
Traffic Accident	Police Department
Power Outages	Police Department

GENERAL DUTIES

- Evaluate and process requests for law enforcement mutual aid resources through the Fresno Operational Area Law Enforcement Mutual Aid Coordinator.
- Establish and maintain communication with Law Enforcement Branch Directors in the field or at the DOC, if activated, for incidents occurring in the City of Fresno unincorporated or contract areas.
- Respond to requests for law enforcement resources in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
- Monitor and track law enforcement resources utilized during the event.
- Provide general support to field personnel as required.
- Supervise the Law Enforcement Operations Unit.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

LAW ENFORCEMENT OPERATIONS UNIT LEADER

RESPONSIBILITIES

- Provide general support to field personnel as required.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief or Law Enforcement Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Establish and maintain radio or cell phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.
- Obtain regular status reports to the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.
- Assess the impact of the disaster/event on the City of Fresno Police Department's operational capability.
- If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored, coordinated, and on-scene time is logged at the field level.
- If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- In conjunction with the Planning/Intelligence Section, determine if current and forecasted weather conditions will effect law enforcement operations.
- Coordinate with the Fire Operations Branch to determine geographical boundaries of evacuations.
- Coordinate with the Care and Shelter Branch to establish suitable shelter locations and appropriate shelter facilities for evacuated population and animals.
- Assist in establishing camp facilities for law enforcement personnel through the Logistics Section, if not addressed at the ICP or DOC.
- Reinforce the use of proper procedures for media contacts.
- Provide law enforcement status updates to the Law Enforcement Branch Director on a regular basis.
- Evaluate and process all requests for law enforcement resources through the Fresno Operational Area Law Enforcement Mutual Aid Coordinator.
- Ensure Special Units/Teams are provided with rehabilitation support (portable restrooms, meals).
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

FRESNO COUNTY CORONER UNIT LEADER

Primary: Sheriff's Department
Police Department

Supervisor: Operations Section Chief
Law Enforcement Service Branch Director (if activated)

Section: Operations

Natural Disasters	
State of War	Police Department
Earthquake	Fire Department
Fire	Fire Department
Weather	Fire Department
Medical	Fire Department

Man-Made Disasters	
Civil Disturbance	Police Department
Terrorism	Police Department
Hazardous Materials	Fire Department
Traffic Accident	Police Department
Power Outages	Police Department

GENERAL DUTIES

- Assist the Fresno County Coroner's resources for the collection, identification and disposition of deceased persons and human remains.
- Establish operation of morgue facilities and maintenance of detailed records of fatalities.
- Supervise the Coroner Unit.

OPERATIONS SECTION

OPERATIONS SECTION				
Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

FRESNO COUNTY CORONER UNIT LEADER

RESPONSIBILITIES

- Establish operation of morgue facilities and maintenance of detailed records of fatalities.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief or Law Enforcement Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Ensure locations where fatalities are discovered are secured.
- Ensure fatality collection points are established and secured as necessary.
- Ensure morgue facilities are established.
- Activate the Coroner's Mutual Aid Plan as required.
- Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- Ensure qualified personnel are monitoring the collection and tagging of remains.
- Coordinate with the Heavy Search & Rescue Unit to determine location and number of extricated fatalities.
- Ensure human remains are transported from fatality collection points to morgue(s).
- Ensure remains are identified and notifications are made to next of kin.
- Coordinate the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster/event.
- Brief the Law Enforcement Branch Coordinator of the Coroners Unit activities on a regular basis.
- Ensure that all media contact are referred to the Public Information Branch.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

SECURITY OFFICER

Primary: Police Department
Alternate: Police Department Staff
Supervisor: Operations Section Chief
 Law Enforcement Service Branch Director (if activated)
Section: Operations

Natural Disasters	
State of War	Police Department
Earthquake	Fire Department
Fire	Fire Department
Weather	Fire Department
Medical	Fire Department

Man-Made Disasters	
Civil Disturbance	Police Department
Terrorism	Police Department
Hazardous Materials	Fire Department
Traffic Accident	Police Department
Power Outages	Police Department

GENERAL DUTIES

- Provide 24-hour security for the City of Fresno EOC.
- Control personnel access to the City of Fresno EOC in accordance with policies established by the City of Fresno EOC Director.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

SECURITY OFFICER

RESPONSIBILITIES

- Provide 24-hour security for the City of Fresno EOC.
- Control personnel access to the City of Fresno EOC in accordance with policies established by the City of Fresno EOC Director.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief or Law Enforcement Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Establish areas of legal responsibility and/or potential liabilities.
- Appoint and brief staff as necessary.
- Determine the City of Fresno EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to the City of Fresno EOC facilities.
- Provide executive and VIP security as appropriate and required.
- Prepare and present security briefings for the City of Fresno EOC Director/Coordinator and general staff at appropriate meetings.
- Determine parking areas and provide parking for security.
- Provide periodic updated briefings to the Law Enforcement Branch Director.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

CARE AND SHELTER UNIT LEADER (HUMAN)

Primary: Parks and Recreation Director
Alternate: Assistant Parks and Recreation Director
Supervisor: EOC Incident Manager
 Operations Section Chief (if activated)
Section: Operations

GENERAL DUTIES

- Coordinate with Red Cross and Salvation Army to provide for the food, clothing, and shelter needs of people affected by the disaster.
- Provide a central registration and inquiry service for assisting in reuniting separated families and to respond to inquiries for relatives and friends outside of the area.

OPERATIONS SECTION				
Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

CARE AND SHELTER UNIT LEADER (Human)¹⁶

RESPONSIBILITIES

- Coordinate with the Red Cross to provide for displaced people with central registration and inquiry services.
- Activate the City of Fresno shelter management trained staff.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the City of Fresno EOC Incident Manager or Operations Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Determine if mass care facilities are needed and functional. Coordinate with Red Cross, Department of Education, and General Services Department.
- Coordinate with the Salvation Army for meals.
- Arrange inspection of potential shelters to ensure safety of structures.
- Coordinate activities with Logistics Section Chief on all shelter sites and support services.
- Coordinate health issues with the Medical & Health Branch Director (Fresno County Health Department).
- Coordinate with Red Cross for a central registration and inquiry system.
- Liaison with Communications Unit to ensure communication at shelter facilities, i.e., telephone, RACES, amateur radio, etc. Provide communication capabilities for shelter residents that are ADA specific.
- Report all statistical information to the Situation Analysis (Planning/Intelligence Section) relative to:
 - Displaced persons
 - Shelter sites
 - Type of shelters – ADA compliant
 - Location of shelters
 - Number of people that can be accommodated.
 - Disposition report.
- Periodically update information to the PIO/PAO and provide periodic update briefings to the Operations Section Chief.
- Coordinate with the Transportation Units to transport evacuees. Ensure ADA specific capabilities are addressed.
- Be prepared to relocate any mass care facilities, which may become endangered by any hazardous condition.
- Ensure all ADA and support services communications are accessed through the Fresno City ADA Coordinator.

Request additional resources from county and state social services as needed.

CARE AND SHELTER UNIT LEADER (ANIMAL)

Primary: Parks and Recreation Director
Alternate: Zoo Director
Supervisor: EOC Incident Manager
 Operations Section Chief (if activated)
Section: Operations

GENERAL DUTIES

- Coordinate with SPCA Animal Control Officers (ACO) and shelter staff to determine response needs.
- Allocate resources (i.e., vehicle trailers).
- Identify shelter facilities, on and off-site, to relate affected animals.

OPERATIONS SECTION

OPERATIONS SECTION				
Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

CARE AND SHELTER UNIT LEADER (ANIMAL)

RESPONSIBILITIES

- Coordinate all animal care and animal shelter operations.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Determine if animal care facilities will be needed, their availability, and their functional status.
- Arrange for the inspection of potential shelter site locations and structures to ensure usefulness and safety.
- Coordinate activities with Operations Section Chief on all shelter site locations.
- Coordinate with Logistics Section Chief for necessary support services.
- Report all statistical information to the Situation Analysis (Planning/Intelligence Section) relative to:
 - Displaced animals
 - Shelter sites
 - Type of shelters
 - Location of shelters
 - Number and type of animals that can be accommodated.
- Periodically update information to the PIO/PAO.
- Coordinate with animal and livestock haulers.
- Provide periodic update briefings to the Operations Chief.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

PUBLIC WORKS BRANCH DIRECTOR

Primary: Public Works Director
Alternate: Public Works Staff
Supervisor: EOC Incident Manager
 Operations Section Chief (if activated)
Section: Operations

GENERAL DUTIES

- Brief and update the Operations Section Chief.
- Brief the Public Works Department Operations Center, if activated.
- Supervise the Public Works Branch of the Operations Section.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

PUBLIC WORKS BRANCH DIRECTOR

RESPONSIBILITIES

- Coordinate Public Works activities in the City of Fresno EOC.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the City of Fresno EOC Incident Manager or Operations Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Ascertain if all Public Works personnel, or alternates, are in the City of Fresno EOC or have been notified.
- Assess impact of disaster on the Public Works operational capability.
- Establish Public Works priorities based on the nature and severity of the disaster/emergency.
- Provide periodic update briefings to the Operations Section Chief.
- Brief the Public Works DOC.
- Establish liaison with private heavy-equipment operators of assistance, as needed. Coordinate with Equipment/Fuel Unit of Logistics Section.
- Mobilize Public Works and private contract repair crews.
- Assist the Law Enforcement Unit in establishing barricades and access routes to and from affected areas.
- Provide for repairs to emergency equipment in coordination with the Logistics Section.
- Restore, maintain, and operate essential facilities.
- Monitor fuel supply and suppliers.
- Arrange for providing fuel for emergency vehicles and equipment, in coordination with the Logistics Section.
- Request mutual aid, if needed, through Logistics Section.
- Review priority list for recovery of damaged or closed highways, streets, and roads; direct repairs as soon as possible.
- If there is little or no damage in your jurisdiction, be prepared to provide assistance to other jurisdictions upon request.

OPERATIONS SECTION

**PUBLIC WORKS BRANCH DIRECTOR
ACTIVATION CHECKLIST**
(continued)

- Maintain required hourly records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for state and federal government reimbursement.
- Provide periodic update briefings to the Operations Chief.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

UTILITIES DEPARTMENT DIRECTOR

Primary: Utilities Department
Alternate: Utilities Staff
Supervisor: Operations Section Chief

Section: Operations

GENERAL DUTIES

- Assess the status of utilities and provide utility status reports as required.
- Coordinate restoration of damaged utilities with utility representatives, or through the City of Fresno EOC.
- Supervise the Utilities Unit.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

UTILITIES DEPARTMENT DIRECTOR

RESPONSIBILITIES

- Assess the status of utilities and provide utility status reports as required.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the City of Fresno EOC Incident Manager or Public Works Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Establish and maintain communications with the utility providers in the Fresno operational area.
- Determine the extent of damage to utility systems in the City of Fresno area.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City of Fresno EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Operations Section Chief informed of the restoration status.
- Provide information for Utilities Status Report on RIMS.
- Refer all contacts with the media to the Public Information Branch.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

DAMAGE/SAFETY ASSESSMENT UNIT LEADER

Primary: Public Works Department
Alternate: Public Works Staff
Supervisor: Operations Section Chief
 Public Works Branch Director (if activated)
Section: Operations

GENERAL DUTIES

- Collect initial damage/safety assessment information from other branches/units within Operations Section.
- If the disaster is a winter storm, flood, or earthquake related; ensure that inspection teams are available immediately to assess the condition of Millerton and Pine Flat Dams.
- Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
- Maintain detailed records on damaged areas and structures.
- Coordinate mutual aid requests for engineers to inspect structures and/or facilities to include organizing the inspectors into inspection teams upon their arrival in the Operational Area.
- Supervise the Damage/Safety Assessment Unit.

OPERATIONS SECTION

OPERATIONS SECTION				
Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

DAMAGE/SAFETY ASSESSMENT UNIT LEADER

RESPONSIBILITIES

- Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the City of Fresno EOC Incident Manager or Public Works Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Obtain initial damage/safety assessment information from the Fire, Rescue, Law Enforcement, Utilities and other branches/units as necessary.
- Coordinate with American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Coordinate all requests for engineers and building inspectors from emergency response agencies and member jurisdictions within the City of Fresno. Communicate mutual aid resource needs with the Fresno County OES EOC Liaison.
- Keep the Public Works Branch Director informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Branch.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

PUBLIC WORKS UNIT LEADER

Primary: Public Works Department
Alternate: Public Works Staff
Supervisor: Operations Section Chief
 Public Works Branch Director (if activated)
Section: Operations

GENERAL DUTIES

- Assist other Operation Section Branches by providing construction equipment and operators as necessary.
- Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
- Provide emergency construction and repair to damaged roadways.
- Assist with the repair of utility systems as required.
- Providing flood-fighting assistance, re-routing waterways away from populated areas and river, creek, or streambed debris clearance.
- Supervise the Public Works Unit.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

PUBLIC WORKS UNIT LEADER

RESPONSIBILITIES

- Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
- Provide emergency construction and repair to damaged roadways.
- Assist with the repair of utility systems as required.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the City of Fresno EOC Incident Manager or Public Works Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Ensure that engineering staff is available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- As requested, direct staff to provide flood-fighting assistance. Clear debris from roadways, and waterways, assist with utility restoration, and build temporary emergency structures as required.
- Work closely with the Logistics Section to provide support and material as required.
- Keep the Public Works Branch Director informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Branch.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

ADA UNIT LEADER¹⁶

Primary: City of Fresno ADA Coordinator
Alternate: ADA Staff
Supervisor: Operations Section Chief
 Public Works Section Chief (if activated)
Section: Operations

GENERAL DUTIES

- Ensure fragile and special population needs are addressed.
- Coordinate special needs equipment and supplies with Logistics, Medical Health Branch, and Care and Shelter Branch.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

ADA Unit Leader¹⁶

RESPONSIBILITIES

- Ensure fragile and special needs populations are addressed.
- Coordinate special needs equipment and supplies with Logistics, Medical Health Branch, and Care and Shelter Branch.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief or the Public Works Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Determine if ADA accommodations will be needed for fragile and special needs populations.
- Arrange to provide ADA accommodations, including supplies, equipment, and shelter.
- Coordinate the location and times of services with Operations, Logistics, and Planning/Intelligence Sections.
- Inform the Public Works Branch Director of all significant events.
- Refer all contacts with the media to the Public Information Branch.
- Ensure appropriate media notifications include the following for the duration of the event:
 - Closed Captioning
 - Sign Language
 - Foreign Language
- Coordinate with the following affiliated resource agencies for assistance with notifications:
 - Assistive listening system
 - City Hall Room 4017
 - City Council Chambers
 - Saroyan Theater
 - Computer Aided Real Time Captioning
 - Text Telephone (TTY) or Telecommunications Devices for the Deaf
 - California Relay Service (CRS)
 - Voice Carry Over Relay (VCO)
 - Hearing Carry Over Relay (HCO)
 - Speech to Speech Relay
 - Videophone Relay Services (VRS)
 - Hands on Video Relay Service
 - Sorenson Video Relay
 - Sprint VRS Directions
 - Valley Center for the Blind
 - Deaf and Hard of Hearing Services Center
 - Central Valley Regional Center
 - Center for Independent Living
 - California Telephone Access Program

Recommend transportation resources are maintained at appropriate levels and not dispatched excessively.

OPERATIONS SECTION

MEDICAL & HEALTH BRANCH DIRECTOR

Primary: Fresno County Public Health Director
Alternate: Fresno County Public Health Staff
Supervisor: EOC Incident Manager
 Operations Section Chief (if activated)
Section: Operations

GENERAL DUTIES

- Assess the disaster situation and determine the extent of medical casualties and/or medically at risk.
- Coordinate with other jurisdictions to include Emergency Medical Services, Environment Health and Mental Health.
- Coordinate resources for the medical functions of the disaster.

OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

MEDICAL & HEALTH BRANCH REPRESENTATIVE

RESPONSIBILITIES

- Coordinate medical response activities with the Fresno County Public Health, Environmental Health, Emergency Medical Services, and Mental Health.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the City of Fresno EOC Incident Manager or Public Works Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Evaluate status of pre-hospital emergency medical services system, include status of hospitals/clinics, ambulances, and the need for activation of field treatment site(s).
- Assess current personnel needs and anticipate additional needs for hospitals and field treatment site(s).
- Identify the affected fragile and special needs population and notification.
- Provide periodic update briefings to the City of Fresno EOC Director/Coordinator.
- Coordinate activities with the Operations Section.
- Execute Medical Disaster Management Plan that may include:
 - Public Health
 - Mental Health
 - Emergency Medical Services
 - Environmental Health
- Prepare to provide or request mutual aid from the Regional Disaster Medical Health Coordinator.
- Establish liaison, as needed, with your counterparts in:
 - Hospitals/Ambulance Companies
 - Adjacent Counties
 - Regional Disaster Medical Health Coordinator
- Evaluate progress of emergency efforts, including polling for hospital bed and ambulance status as necessary.
- Complete all necessary documentation (including RIMS forms), and submit copies to the Documentation Branch.
- Consider the need to implement the Metropolitan Medical Response System plan (MMRS).
- Consider if situation requires the need to activate the Strategic National Pharmaceutical Stockpile (SNSP).

OPERATIONS SECTION

**MEDICAL & HEALTH BRANCH REPRESENTATIVE
ACTIVATION CHECKLIST
(continued)**

- Refer all contacts with the media to the Public Information Branch.
- Provide input to the Planning/Intelligence Section as needed.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

EMS COORDINATOR

Primary: Fresno County EMS Coordinator
Alternate: EMS Staff
Supervisor: Operations Section Chief (if activated)
Medical and Health Branch Director (if activated)
Section: Operations

GENERAL DUTIES

- Ensure that all available disaster medical resources are identified and mobilized as required.
- Determine status of medical facilities within the affected area.
- Coordinate with the Disaster Control Facility for the transportation of injured victims to appropriate medical facilities as required.
- Supervise the Emergency Medical Services Unit.

OPERATIONS SECTION

OPERATIONS SECTION				
Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

EMS COODRINATOR

RESPONSIBILITIES

- Ensure that all available disaster medical resources are identified and mobilized as required.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief of the Medical and Health Branch Director, if activated.
- Open and maintain an event log (ICS Form 214).
- Work closely with all Operations Section Branch Directors to determine the scope of disaster medical assistance required.
- Determine the status and availability of medical resources in the operational area; specifically paramedics and ambulances.
- Identify the affected fragile and special needs population and notification.
- Determine status and availability of specialized treatment facilities such as burn centers, dialysis clinics, etc.
- Assist the USAR, Search and Rescue Unit Leaders in providing triage for extricated victims.
- Coordinate with the Logistics Section to acquire additional transportation, other than ambulances, for injured victims as required or requested.
- Establish and maintain communication with the EMS DOC and determine status and availability of mutual aid resources.
- Inform the Medical and Health Branch Director of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.
- Complete all necessary documentation (including RIMS forms), and submit copies to the Documentation Branch.
- Provide input to the Plans Section as needed.
- Provide periodic update briefings to the City of Fresno EOC Director/Coordinator.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

PUBLIC HEALTH UNIT LEADER

Primary: Fresno County Public Health Department
Alternate: Public Health Staff
Supervisor: Operations Section Chief (if activated)
 Medical and Health Branch Director (if activated)
Section: Operations

GENERAL DUTIES

- Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.
- Assess availability of Public Health Housing staff to augment medical care needs.
- Supervise the Public Health Unit.

OPERATIONS SECTION				
Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

PUBLIC UNIT HEALTH LEADER

RESPONSIBILITIES

- Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief of the Medical and Health Branch, if activated.
- Open and maintain an event log (ICS Form 214).
- Develop and implement a plan to identify sources of contamination that could pose a health problem. Contain and/or eliminate the threat to the general population.
- Coordinate with the Coroner Unit in the handling of the deceased. Advise on any health-related problems associated with the storage and disposal of the human remains.
- Develop and implement a plan for vector control.
- Inform the Medical and Health Branch Director of all significant events.
- Assess availability of Public Health Nursing staff.
- Coordinate with the Medical Health Branch Director for field treatment site or other medical staffing needs.
- Refer all contacts with the media to the Public Information Branch.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

ENVIRONMENTAL HEALTH UNIT LEADER⁴¹

Primary: Fresno County Environmental Health Representative
Alternate: Environmental Health Staff
Supervisor: Operations Section Chief (if activated)
 Medical and Health Branch Director (if activated)
Section: Operations

GENERAL DUTIES

- Assess the status and availability of potable water.
- Assess the status of waste management systems and provide temporary systems, if needed.
- Inspect and assess foodstuffs, drugs, and other consumables for purity and usability.
- Develop and implement a vector control plan for the affected disaster area(s).
- Identify potential health hazards and take measures to eliminate or control communicable diseases outbreak.
- Supervise the Environmental Health Unit.
- Determine and provide solid waste removal services.
- Assess hazardous materials waste issues.

OPERATIONS SECTION

OPERATIONS SECTION				
Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

ENVIRONMENTAL HEALTH UNIT LEADER⁴¹

RESPONSIBILITIES

- Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief of the Medical and Health Branch, if activated.
- Open and maintain an event log (ICS Form 214).
- Dispatch teams to survey and test potable water systems; determine status of potable water.
- Dispatch teams to survey and test sanitation systems.
- Ensure that both water and sanitation systems are continually monitored.
- Assess hazardous materials/waste issues.
- Develop a transportation distribution strategy for potable water.
- Obtain chemical (portable) toilets and other temporary facilities for the general, fragile, and special needs populations; for the disposal of human waste and other infected waste.
- Develop and implement a plan to identify sources of contamination that could pose a health problem; contain and/or eliminate the threat to the general population.
- Coordinate the inspection of foodstuffs, drugs, and other consumables for purity and usability.
- Develop and implement a plan for vector control.
- Provide the means for solid waste disposal.
- Inform the Medical and Health Branch Director of all significant events.
- Refer all contacts with the media to the Public Information Branch.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

MENTAL HEALTH UNIT LEADER

Primary: Fresno County Mental Health Representative
Alternate: Mental Health Staff
Supervisor: Operations Section Chief (if activated)
 Medical and Health Branch Director (if activated)
Section: Operations

GENERAL DUTIES

- To provide mental health services for those people affected by the disaster.
- To provide mental health services for emergency workers affected by the disaster.

OPERATIONS SECTION

OPERATIONS SECTION				
Fire Service Branch	Law Enforcement Branch	Care & Shelter Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Care & Shelter Human Unit	Utilities Department Director	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Care & Shelter Animal Unit	Damage/Safety Assessment Unit	Public Health Unit
Search & Rescue Unit	Security Unit		Public Works Unit	Environmental Health Unit
			ADA Unit	Mental Health Unit

OPERATIONS SECTION

MENTAL HEALTH UNIT LEADER⁴¹

RESPONSIBILITIES

- Provide mental health services for those affected by the disaster

ACTIVATION CHECKLIST

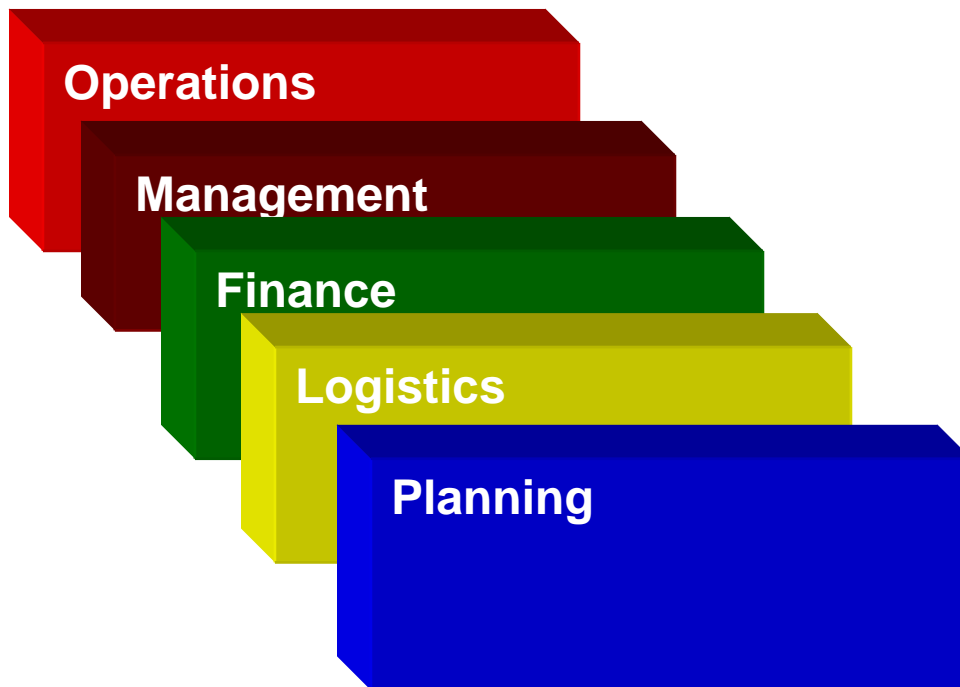
- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the Operations Section Chief of the Medical and Health Branch, if activated.
- Open and maintain an event log (ICS Form 214).
- Determine if mental health services will be needed.
- Arrange to provide mental health services, including critical incident stress debriefing for public and emergency workers.
- Coordinate the location and times of services with Operations, Logistics, and Planning/Intelligence Sections.
- Inform the Medical and Health Branch Director of all significant events.
- Refer all contacts with the media to the Public Information Branch.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

OPERATIONS SECTION

EMERGENCY OPERATIONS CENTER

POSITION CHECK LIST

EMERGENCY OPERATIONS PLAN PLANNING/INTELLIGENCE SECTION



PLANNING/INTELLIGENCE SECTION

PLANNING INTELLIGENCE CHIEF⁴²

Primary: Development Director
Alternate: Development Staff
Supervisor: City of Fresno EOC Incident Manager
Section: Planning

GENERAL DUTIES

- Manage the Planning/Intelligence Section in the City of Fresno EOC.
- Predict, evaluate, and manage information about the emergency.
- Brief and update the City of Fresno EOC Incident Manager on the impact of the emergency including damage assessment.

PLANNING SECTION
Situation Unit
Documentation Unit
Technical Specialists
Demobilization Unit
Resource Status

PLANNING/INTELLIGENCE SECTION

PLANNING/INTELLIGENCE SECTION CHIEF⁴²

RESPONSIBILITIES

- Collect, evaluate, forecast, formulate, disseminate, and use of information about development of the emergency and status of resources.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager.
- Open and maintain an event log (ICS Form 214).
- Attend all management staff section planning meetings for the overall strategy that will assist in development of the incident action plan.
- Prepare to receive situation analysis and damage assessment.
- Organize and assign Planning Sections as required:
 - Situation Status
 - Situation Analysis
 - Information Display
 - Documentation
 - Advance Planning
 - Technical Services
 - Action Planning
 - Demobilization
- Develop situation analysis information on impact of emergency (ICS Form 209) :
 - Local EOCs
 - Affected jurisdictions and agencies
 - Media (radio and television)
- Assess impact of the emergency including initial damage assessment.
- Provide periodic briefings to the City of Fresno EOC Incident Manager.
- Prepare an **INCIDENT ACTION PLAN** identifying priorities and objectives established by the City of Fresno EOC Incident Manager and the management staff.
- Review intelligence information, determine credibility, and predict influence on the emergency.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Confirm that resource status complies and displays emergency status and summary information.

**PLANNING/INTELLIGENCE SECTION CHIEF
ACTIVATION CHECKLIST**
(continued)

- Prepare RIMS of the emergency for transmission to the Region and State Operating Center.
- Refer all contacts with the media to the Public Information Branch.
- Conduct advanced planning.
- Ensure all ADA communications are accessed through the Fresno City ADA Coordinator.

SITUATION UNIT LEADER

Primary: City Clerk
Alternate: City Clerk Staff
Supervisor: City of Fresno EOC Incident Manager
 Planning Section Chief (if activated)
Section: Planning

GENERAL DUTIES

- Collect and process all information and intelligence.
- Evaluate and disseminate information in the Planning Section.
- Prepare predictions at periodic intervals or upon request, make recommendations to the Planning Section Chief.
- Prepare and supervise the display of the situation map and various status boards.

PLANNING SECTION
Situation Unit
Documentation Unit
Technical Specialists
Demobilization Unit
Resource Status

SITUATION UNIT LEADER

RESPONSIBILITIES

- Collect and organize emergency situation and status information.
- Provide supervision for display of information in the City of Fresno.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Planning Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Supervise and organize the Situation Unit.
- Prepare situation map and other maps as necessary.
- Collect data on the emergency:
 - Location and the nature of the emergency
 - Special hazards
 - Number of injured persons
 - Structural property damage (estimate a dollar value)
 - Personal property damage (estimate a dollar value)
 - Resources committed to the emergency
 - Resources available
 - Assistance provided by outside agencies and resources committed.
 - Shelters – type, location, number of people accommodated, ADA suitability
 - Situation status
 - Situation analysis
 - Information display
 - Documentation
 - Advance planning
 - Technical services
 - Action planning
 - Demobilization
- Maintain an inventory of available personnel, equipment, vehicles, etc.
- Develop resources of information and assist the Planning section Chief in collecting and organizing data from the following:
 - Command Staff
 - Operations Section
 - Logistics Section
 - Finance Section
- Establish information source check system to ensure follow up contracts.
- Determine weather conditions, current and upcoming. Keep up to date weather information posted.
- Supervise the Emergency Status Displays in the City of Fresno EOC and make sure all pertinent information is posted promptly.

SITUATION UNIT LEADER

ACTIVATION CHECKLIST (CONTINUED)

- Determine condition of all roadways and have all closures displayed.
- Prepare situation reports, updated, and briefings at timely intervals or when important changes occur for Planning/Intelligence Section meetings.
- Provide advice to the Planning/Intelligence Section Chief to intensify, stabilize, or demobilize as required.
- Situation summary reports will be provided to Fresno County OES and OES Region V (on RIMS, if established), and will include all the city of Fresno area. Confirm the following information when submitting these reports:
 - Date and time
 - Location and type of emergency
 - Summary of the current situation
 - Qualitative analysis (overview).
 - Critical events and problems.
 - Proclamations and declarations issued
 - Number of fatalities and injuries
 - Damage totals
 - Homes damaged or destroyed
 - Hospitals damaged or destroyed
 - Status of gas, electric, water, sewage systems, and other utilities.
 - Roads, airports, and railroads closed or subject to limited access.
 - Dollar damage totals (public and private facilities)
 - Affected special needs or fragile populations
- Be prepared to provide an additional summary of the current response.
 - State response (brief description)
 - EOCs activated.
 - Shelters opened; number of people in the shelter (daily and cumulative total).
 - Disaster Application Centers opened and the number of people processed.³⁴
- Provide periodic update briefings to the Planning Section Chief.

PLANNING/INTELLIGENCE SECTION

DOCUMENTATION UNIT LEADER

Primary: City Clerk
Alternate: City Clerk Staff
Supervisor: City of Fresno EOC Incident Manager
 Planning Section Chief (if activated)
Section: Planning

GENERAL DUTIES

- Maintain and file a copy of all City of Fresno EOC Messages.
- File, maintain, and store all documentation relative to the emergency.
- Maintain the official history of the emergency.
- Provide guidance and assistance to the City of Fresno EOC personnel in the documentation process.
- Provide duplication services as required.

PLANNING SECTION
Situation Unit
Documentation Unit
Technical Specialists
Demobilization Unit
Resource Status

DOCUMENTATION UNIT LEADER

RESPONSIBILITIES

- Maintain complete documentation of the emergency and provide duplication as required.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Planning Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Establish incident files relative to the emergency.
- Check the accuracy and completeness of records submitted for file.
- Maintain a file on all City of Fresno EOC messages.
- Establish duplication services and provide as required (duplicate official forms etc.)
- File, store, and maintain files for legal, analytical, and historical purposes.
- Coordinate with the units of the Planning Section.
 - Situation Unit
 - Resource Unit
 - Demobilization Unit
 - Technical Specialist
- Provide periodic updates to the Incident Manager or Planning Section Chief, if activated.

TECHNICAL SPECIALIST

Primary: Technical Specialist
Alternate: Technical Specialist
Supervisor: City of Fresno EOC Incident Manager
Planning Section Chief (if activated)
Section: Planning

GENERAL DUTIES

- Provide technical expertise to the Planning Section and others as required.
- Advise the Planning Section of the intensity and projected duration of the emergency.
- Provide technical information to the management staff.

NOTE

Technical Specialists are initially assigned to the Planning Section. However, they may then be functionally assigned anywhere within the system to provide technical support.

PLANNING SECTION
Situation Unit
Documentation Unit
Technical Specialists
Demobilization Unit
Resource Status

TECHNICAL SPECIALIST

RESPONSIBILITIES

- Act as a resource to members of the City of Fresno EOC staff in matters relative to your technical specialty.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Planning Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Assess the current emergency and provide necessary information to the EOC Incident Manager or Planning Section Chief, if activated.
- Advise the Operations Section Chief on technical information.
- Request any special publications from the City of Fresno EOC Planning Section.
- Provide periodic updates to the Planning Section Chief.

DEMOBILIZATION UNIT LEADER

Primary: Development Department
Alternate: Development Staff
Supervisor: City of Fresno EOC Incident Manager
Planning Section Chief (if activated)
Section: Planning

GENERAL DUTIES

- Develop a demobilization plan for the City of Fresno EOC based on a review of the pertinent planning documents and status reports.
- Supervise personnel assigned to the Demobilization Unit.

PLANNING SECTION
Situation Unit
Documentation Unit
Technical Specialists
Demobilization Unit
Resource Status

DEMOBILIZATION UNIT LEADER⁴²

RESPONSIBILITIES

- Develop a demobilization plan for the City of Fresno EOC based on a review of the pertinent planning documentation and status reports.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Planning Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Monitor the current situation report to include recent updates.
- Meet individually with Operations, Logistics, and Finance Sections; administer the section worksheet for the demobilization plan.
- Utilizing the worksheets, develop the demobilization plan and circulate to the City of Fresno EOC manager and general staff for review.
- Formalize the demobilization plan for approval by the EOC Incident Manager.
- Demobilization planning must occur at least once during the operational period for as long as EOC sections are formally staffed.
- Advise all Section Chiefs to ensure that a demobilized staff complete all reports, time sheets, and exit surveys, in coordination with the Personnel Unit prior to leaving the City of Fresno EOC.

RESOURCE STATUS UNIT LEADER

Primary: Development Department/Logistics
Alternate: Development Staff/Logistics Staff
Supervisor: City of Fresno EOC Incident Manager
Planning Section Chief (if activated)
Section: Planning

GENERAL DUTIES

- Assist the Situation Unit by updating information on the status display boards in the City of Fresno EOC.
- Establish communications with Operations and Logistics to keep the best up-to-date information.
- Maintain records/status of personnel and equipment assigned to the City of Fresno EOC.
- Maintain records/status of personnel and equipment assigned to the field.

PLANNING SECTION
Situation Unit
Documentation Unit
Technical Specialists
Demobilization Unit
Resource Status

RESOURCE STATUS UNIT LEADER

RESPONSIBILITIES

- Post and update all pertinent information on the status display boards in the City of Fresno EOC.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Planning Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Forward all messages to the Documentation Unit, after posting.
- Ensure that all posted information is clear and concise, legibility is essential.
- Provide periodic updated briefings to the Planning Section Chief.

EMERGENCY OPERATIONS CENTER

POSITION CHECK LIST

EMERGENCY OPERATIONS PLAN LOGISTICS SECTION



LOGISTICS SECTION

LOGISTICS SECTION CHIEF

Primary: General Services Director
Alternate: General Services Staff
Supervisor: City of Fresno EOC Incident Manager
Section: Logistics

GENERAL DUTIES

- Manage the Logistics Section.
- Manage procurement of personnel, materials, equipment, and facilities.
- Brief and update the City of Fresno EOC Director/Coordinator.

LOGISTICS SECTION
Communications Unit
Purchasing/Supply Unit
Facilities Unit
Information Systems Unit
Aviation Unit
Transportation/FAX Unit

LOGISTICS SECTION

LOGISTICS SECTION CHIEF⁴³

RESPONSIBILITIES

- Manage all logistical support, including field and EOC operations.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager.
- Open and maintain an event log (ICS Form 214).
- Attend all management staff section planning meetings to gather information of overall strategy and assist the Planning Section in the development of the incident action plan.
- Confirm that all key Logistic Section personnel are in the City of Fresno EOC or have been notified. Recall the required staff members necessary for the emergency.
- Organize and manage the Logistics Section in the City of Fresno EOC. Assign and brief staff. Typical Logistic Section staff includes:
 - Field incident support
 - Communications support
 - Transportation support
 - Personnel
 - Supply and procurement
 - Resource tracking
 - Sanitation services
 - Computer support
- Brief and update the City of Fresno EOC Incident Manager of all resources and support concerns caused by the emergency, including all priorities and proposed plans.
- Review the incident action plan and estimate section needs for the next operational period.
- Prepare services and support elements of the action plan.
- Estimate future services and support requirements.
- Coordinate support operations with the Operations Section Chief to provide facilities, services, and materials in the support of the Operations Section.
- Coordinate with Logistics to ensure all needs are addressed.
- Provide periodic updated briefings to the City of Fresno EOC Incident Manager.
- Coordinate ADA fragile and special needs population requirements with Public Works ADA Coordinator.
-

LOGISTICS SECTION

COMMUNICATIONS UNIT LEADER

Primary: Information Services Department (ISD) Director
Alternate: Information Services Staff
Supervisor: City of Fresno EOC Incident Manager
Logistics Section Chief (if activated)
Section: Logistics

GENERAL DUTIES

- Advise on communications capabilities/limitations.
- Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- Establish and supervise communication and message centers.
- Establish telephone, computer links, and public systems.
- Install and test all communications equipment.
- Oversee distribution, maintenance, and recovery of communications equipment, i.e., portable radios, and fax machines.
- Develop and activate an equipment accountability system.
- Provide technical advice on:
 - Adequacy of communications systems
 - Geographical limitations
 - Equipment capabilities
 - Amount and types of equipment available.

LOGISTICS SECTION
Communications Unit
Purchasing/Supply Unit
Facilities Unit
Information Systems Unit
Aviation Unit
Transportation/FAX Unit

LOGISTICS SECTION

COMMUNICATIONS UNIT LEADER

RESPONSIBILITIES

- Coordinate communication equipment and support to City of Fresno EOC and field.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Logistics Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Based on situation, activate:
 - Incident Dispatchers
 - Information Systems Unit
- Prepare objectives for Communications Unit; provide them to Logistics Section Chief prior to the initial incident action planning meeting.
- Ensure that Communication Unit position logs and other necessary files are maintained.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all City of Fresno EOC sections/branches/units for placement and operating procedures of all communications systems.
- Ensure that the City of Fresno EOC's ECC is activated to receive and direct all events or disaster related communications to appropriate destinations within the City of Fresno EOC.
- Ensure that adequate communications dispatchers are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Ensure that communications links are established with activated EOC's within the operational area.
- Ensure RIMS and OASIS communications links are established with REOC.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- Keep Logistics Section Chief informed of communications systems status.
- Refer all contacts with the media to the Public Information Branch.
- Provide periodic update briefings to the Logistics Section Chief.
- Coordinate ADA fragile and special needs population requirements with public works ADA coordinator.

LOGISTICS SECTION

PURCHASING/SUPPLY UNIT LEADER

Primary: General Services Department and Purchasing Manager
Alternate: Purchasing Staff
Supervisor: City of Fresno EOC Incident Manager
Logistics Section Chief (if activated)
Section: Logistics

GENERAL DUTIES

- Order, receive, store, process, and allocate emergency resources and supplies.
- Determine the supply needs from the Logistics Section Chief.

LOGISTICS SECTION
Communications Unit
Purchasing/Supply Unit
Facilities Unit
Information Systems Unit
Aviation Unit
Transportation/FAX Unit

LOGISTICS SECTION

PURCHASING/SUPPLY UNIT LEADER⁵⁰

RESPONSIBILITIES

- Order personnel, equipment, and supplies.
- Receive, store, and distribute.
- Maintain resource directory (internal and external).

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Logistics Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Participate in the Logistics Section Planning.
- Assign personnel as required, to adequately staff the supply position.
- Identify sources for materials and supplies internally and externally.
- Research the availability of resources in the City of Fresno and be prepared to report to the Logistics Section Chief.
- Order, receive, store, process, and monitor disaster-related resources and supplies.
- Coordinate with the Finance Section for the administration of financial matters pertaining to vendor contracts and open purchase orders.
- Provide periodic update briefings to the Logistics Section Chief.
- Alert supply personnel, mutual aid providers, contractors, and emergency vendors of any possible needs.
- Maintain a contact list including a list of agencies and personnel not internal to the organization but critical to emergency operations.
- Provide sanitation services, including portable restrooms and showers.
- Provide ADA compliant sanitation services, including portable restrooms and showers.
- Prepare services and support elements of the action plan.
- Estimate future services and support requirements.
- Coordinate ADA fragile and special needs population requirements with public works ADA coordinator.
- Prepare and process administrative paperwork associated with rental and supply contracts, forward to the Finance Section.
- Provide resource status to the Resource Status Unit Leader of the Planning/Intelligence Section.
- Support USAR Regional Task Force upon deployment.

LOGISTICS SECTION

FACILITIES UNIT LEADER

Primary: General Services Department Facilities Manager
Alternate: Facilities Staff
Supervisor: City of Fresno EOC Incident Manager
Logistics Section Chief (if activated)
Section: Logistics

GENERAL DUTIES

- Upon request, respond to the City of Fresno EOC and set up tables, chairs, and other related equipment to support the EOC operations.
- Provide necessary shelter for EOC staff and emergency workers.
- Coordinate with property management the location of Disaster Application centers (DAC).

LOGISTICS SECTION
Communications Unit
Purchasing/Supply Unit
Facilities Unit
Information Systems Unit
Aviation Unit
Transportation/FAX Unit

LOGISTICS SECTION

FACILITIES UNIT LEADER

RESPONSIBILITIES

- Provide necessary facilities and equipment for the operation of the City of Fresno EOC.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager, or Logistics Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Upon request, respond to the City of Fresno EOC and provide facilities support and related equipment.
- Coordinate with the Logistics Section Chief for identified needs of the City of Fresno EOC Staff.
- Coordinate with property management to locate disaster application centers (DACs), and make arrangements for occupancy.
- Provide periodic updated briefings to the City of Fresno EOC Incident Manager.
- Coordinate ADA fragile and special needs population requirements with public works ADA coordinator.
-

LOGISTICS SECTION

INFORMATION SERVICES DEPARTMENT DIRECTOR

Primary: Information Services Department Director
Alternate: Information Services Staff
Supervisor: City of Fresno EOC Incident Manager
Logistics Section Chief (if activated)
Section: Logistics

GENERAL DUTIES

- Install, activate, and maintain information systems for the City of Fresno EOC.
- Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
- Install and maintain RIMS.
- Supervise the Information Services System Unit.

LOGISTICS SECTION
Communications Unit
Purchasing/Supply Unit
Facilities Unit
Information Systems Unit
Aviation Unit
Transportation/FAX Unit

LOGISTICS SECTION

INFORMATION SERVICES DEPARTMENT DIRECTOR

RESPONSIBILITIES

- Install, activate, and maintain information systems for the operational area EOC.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Logistics Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Identify and install computer equipment as required by the City of Fresno EOC staff needs. Dedicated terminals for:
 - Communications
 - Finance
 - Logistics
 - Planning
 - Public information
 - General use for word processing, e-mail, and internet access
 - Weather with big screen television
- Continually monitor and test RIMS. Keep the City of Fresno EOC director informed of system failures and restoration activities.
- Develop instructional guidance for use on computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.
- Monitor EOC management software.
- Provide periodic updated briefings to the City of Fresno EOC Incident Manager.
- Coordinate ADA fragile and special needs population requirements with public works ADA coordinator.
-

LOGISTICS SECTION

AVIATION UNIT LEADER

Primary: Director of Aviation
Alternate: Assistant Director of Aviation
Supervisor: City of Fresno EOC Incident Manager
Logistics Section Chief (if activated)
Section: Logistics

GENERAL DUTIES

- Coordinate aviation related transportation and support.
- Assist, as requested, in the logistics general duties of coordinating transportation as required for victims and affected citizens, workers, equipment, and supplies.

LOGISTICS SECTION
Communications Unit
Purchasing/Supply Unit
Facilities Unit
Information Systems Unit
Aviation Unit
Transportation/FAX Unit

LOGISTICS SECTION

DIRECTOR OF AVIATION

RESPONSIBILITIES

- Coordinate aviation related transportation and support.
- Assist the logistics section, as available and as needed, in providing vehicles necessary for evacuation, and the transportation of equipment, and supplies.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Logistics Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Consider activation of the Airport Departmental Operations Center (Airport DOC).
- Establish communications with the Airport DOC and/or critical airport managers and staff.
- Open and review the resource list in the Airport Certification Manual.
- Establish a staging area for vehicles. Coordinate with staging area manager.
- Ensure that necessary staff has been recalled and begin planning for longer-term staff.
- Alert and coordinate as needed, with airport users and resources.
 - FAA Tower
 - Airlines
 - FBOs
 - Anton/Hudson
 - Ground handlers
 - Other government airport tenants: CANG, Avcrad, CDF/U.S. Forest Service, CHP, TSA
- Designate appropriate areas for aircraft activities as needed:
 - Cargo loading/unloading
 - Refueling
 - Passenger boarding/deplaning
 - Re-supply
- Provide for gate and ramp access while maintaining security.
- Provide staff support and ensure that support for passengers is being provided:
 - Food/water
 - Shelter
 - Transportation
 - Medical
 - Information
- Maintain a planning function that continuously monitors changes in conditions and forecasts future needs.
- Provide periodic updated briefings to the City of Fresno EOC Incident Manager or to the Logistics Section Chief, if activated.

LOGISTICS SECTION

TRANSPORTATION/FAX UNIT LEADER

Primary: Transportation/Fresno Area Express (FAX) Director
Alternate: FAX Staff
Supervisor: City of Fresno EOC Incident Manager
Logistics Section Chief (if activated)
Section: Logistics

GENERAL DUTIES

- Provide transportation for workers.
- Provide transportation for victims or affected citizens as required.
- Provide transportation for equipment and supplies.
- Maintain a list of transportation resources.

LOGISTICS SECTION
Communications Unit
Purchasing/Supply Unit
Facilities Unit
Information Systems Unit
Aviation Unit
Transportation/FAX Unit

LOGISTICS SECTION

TRANSPORTATION/FAX UNIT LEADER

RESPONSIBILITIES

- Provide vehicles necessary to move workers.
- Provide vehicles necessary for evacuation, transport of equipment, and supplies.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Logistics Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Provide and maintain a resources list of transport vehicles:
 - Heavy equipment
 - Cars
 - Buses
 - Light trucks
 - Heavy trucks
 - Handi-ride
 - ADA compliant transportation
- Establish a staging area for vehicles. Coordinate with staging area manager.
- Establish the availability of fuel supplies and coordinate ordering of additional supplies with Purchasing/Supply Unit.
- Provide transportation as required for emergency workers.
- Provide transportation for evacuation when requested.
- Provide periodic updated briefings to Logistics Section Chief.
- Coordinate with the Communications Unit for communications links:
 - Field incident support
 - Communications support
 - Transportation support
 - Personnel
 - Supply and procurement
 - Resource tracking
 - Sanitation services
 - Computer support
- Provide periodic updated briefings to the City of Fresno EOC Incident Manager.
- Coordinate ADA fragile and special needs population requirements with public works ADA coordinator.
-

LOGISTICS SECTION

EMERGENCY OPERATIONS CENTER

POSITION CHECK LIST

EMERGENCY OPERATIONS PLAN FINANCE SECTION



FINANCE SECTION

FINANCE SECTION CHIEF⁴⁴

Primary: Finance Department Director
Alternate: Accounting Section Staff
Personnel Director
Supervisor: City of Fresno EOC Incident Manager
Section: Finance

GENERAL DUTIES

- Manage the Finance Section.
- Supervise all financial aspects of the emergency.

FINANCE SECTION
Personnel Unit
Compensation Claims Unit
Cost Unit
Volunteer Unit

FINANCE SECTION

FINANCE SECTION CHIEF⁴⁴

RESPONSIBILITIES

- Manage financial and cost analysis aspects of the emergency and supervise the members of the Finance Section.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager.
- Open and maintain an event log (ICS Form 214).
- Attend all management staff section planning meetings to gather information of overall strategy and assist the Planning Section in the development of the incident action plan.
- Organize the Finance Section and brief personnel:
 - Cost Unit
 - Recovery
 - Time Keeping
 - Compensation and Claims
 - Personnel
- Inform the City of Fresno EOC Incident Manager when the Finance Section is fully operational.
- Provide input in plans for financial and cost analysis.
- Coordinate with the Cost Unit to make recommendations for cost savings to the Management Staff.
- Coordinate financial transactions with the departments involved in recovery to assure proper documentation for recovery of funds.
- Coordinate with Purchasing/Supply Unit in Logistics.
- Monitor travel request, forms, and claims.
- Coordinate with the Cost Unit to provide periodic update briefings to the City of Fresno EOC Incident Manager.
- Provide periodic updated briefings to the City of Fresno EOC Incident Manager.
- Coordinate ADA fragile and special needs population requirements with public works ADA coordinator.

FINANCE SECTION

PERSONNEL UNIT LEADER

Primary: Personnel Services Director
Alternate: Personnel Services Staff
Supervisor: City of Fresno EOC Incident Manager
Finance Section Chief (if activated)
Section: Finance

GENERAL DUTIES

- Document all personnel committed to the emergency for recovery purposes.
- Register and assign volunteers to the emergency using the Volunteer Emergency Services Disaster Services Worker Form.

FINANCE SECTION
Personnel Unit
Compensation Claims Unit
Cost Unit
Volunteer Unit

FINANCE SECTION

PERSONNEL UNIT LEADER

RESPONSIBILITIES

- Identify, register, and track personnel time.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Finance Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Designate volunteer staging areas for purpose of registration and assignment of volunteers; brief the Finance and Operations Section Chiefs, and PIO/PAO.
- Administer the disasters services workers program.
- Maintain a personnel resource pool.
- Maintain hourly record of registered disaster service workers.
- Provide periodic updated briefings to the City of Fresno Finance Section Chief.
- Coordinate ADA fragile and special needs population requirements with Public Works ADA coordinator.

FINANCE SECTION

COMPENSATION AND CLAIMS UNIT LEADER⁴⁴

Primary: Risk Management Division
Alternate: Risk Management Staff
Supervisor: City of Fresno EOC Incident Manager
Finance Section Chief (if activated)
Section: Finance

GENERAL DUTIES

- Accept, as agent of the City of Fresno, claims resulting from the emergency.
- Provide guidance regarding claims preparation for bodily injury and property damage compensation presented to the City of Fresno.
- Administer Disaster Service Worker Program.

FINANCE SECTION
Personnel Unit
Compensation Claims Unit
Cost Unit
Volunteer Unit

FINANCE SECTION

COMPENSATION AND CLAIMS UNIT LEADER⁴⁴

RESPONSIBILITIES

- Manage investigation and compensation for physical injuries and property damage claims involving the City of Fresno arising from a disaster.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Finance Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Establish contact with the Personnel and Damage Assessment Units.
- Ensure the investigation of all accidents as necessary.
- Prepare claims relative to damage to City of Fresno property; notify and file claims with insurers.
- Provide periodic updated briefings to the City of Fresno Finance Section Chief.
- Coordinate ADA fragile and special needs population requirements with Public Works ADA coordinator.
-

FINANCE SECTION

COST UNIT LEADER⁴⁴

Primary: Finance Director
Alternate: Senior Accountant – Auditor
Supervisor: City of Fresno EOC Incident Manager
Finance Section Chief (if activated)
Section: Finance

GENERAL DUTIES

- Maintain cost data from the emergency.
- Provide cost estimates and cost saving/recovery recommendations.

FINANCE SECTION
Personnel Unit
Compensation Claims Unit
Cost Unit
Volunteer Unit

COST UNIT LEADER⁴⁴

RESPONSIBILITIES

- Collect data; provide cost estimates and cost saving recommendations.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Finance Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Maintain cumulative emergency cost/purchasing records.
- Provide periodic cost summaries and estimates for the Finance Section Chief and maintain a fiscal record of all expenditures related to the emergency.
- Ensure financial obligation documents initiated at the emergency are properly prepared and accurately identified.
- Ensure the pieces of equipment under contract are properly identified. Maintain record of time reports on equipment.
- Make recommendations for cost saving/recovery to the Finance Section Chief.
- Prepare periodic incident cost summaries.
- Provide periodic updated briefings to the City of Fresno Finance Section Chief.
- Coordinate ADA fragile and special needs population requirements with Public Works ADA coordinator.
- Maintain travel requests, forms, and claims.

FINANCE SECTION

VOLUNTEER UNIT LEADER

Primary: Personnel Services Director
Alternate: Risk Manager
Supervisor: City of Fresno EOC Incident Manager
Logistics Section Chief (if activated)
Section: Logistics

GENERAL DUTIES

- Prepare for convergent or spontaneous volunteers.
- Establish contact with local volunteer organizations.
- Assist the administration of the Disaster Service Worker (DSW) Program.
- Coordinate background checks for volunteer critical location assignments.
- Ensure timesheets are maintained for all volunteers.

FINANCE SECTION
Personnel Unit
Compensation Claims Unit
Cost Unit
Volunteer Unit

FINANCE SECTION

VOLUNTEER UNIT LEADER¹²

RESPONSIBILITIES

- Coordinate registration centers with local Volunteer Organizations Active in Disaster (VOAD) representatives.
- Assess volunteer needs.
- Coordinate/prepare volunteer orientation.

ACTIVATION CHECKLIST

- Read the entire action checklist.
- Sign in on City of Fresno EOC sign in/out sheet.
- Obtain a briefing from the EOC Incident Manager or Finance Section Chief, if activated.
- Open and maintain an event log (ICS Form 214).
- Coordinate volunteer orientation, including a brief, walkthrough of the work area, and information necessary to function.
- The volunteer orientation should include the following:
 - Welcome new volunteers
 - Explain the agency mission and disaster responsibility
 - Explain procedures for time keeping, daily sign in/out, parking, travel, and reimbursement
 - Explain work schedule
 - Explain the chain of command
 - Brief volunteers about: safety issues, evacuation procedures, and medical emergency procedures
 - Explain restrictions to volunteer activities
 - Explain to volunteers that they are representing the involved agencies and should act accordingly
- Provide written orientation materials. The information can be assembled in a package or presented in a volunteer handbook. Orientation materials may include the following:
 - A written mission statement and disaster responsibility
 - Organizational chart and/or chain of command diagram
 - Printed information about volunteer program policies and procedures
 - Copies of commonly used agency forms: time sheets, travel claims, etc
 - A contact list
- Provide periodic updated briefings to the City of Fresno EOC Incident Manager
- Coordinate ADA fragile and special needs population requirements with public works ADA coordinator.
- Administer the Disaster Service Worker Program (DSW).
- Coordinate volunteer efforts with American Red Cross, Salvation Army, and Citizens Corp/CERT.

FINANCE SECTION

PART 3 - EMERGENCY OPERATIONS CENTER (SOPS)¹¹

During a disaster/emergency, the City of Fresno EOC will support field response operations in mitigating incidents within the incorporated areas of the City of Fresno. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The City of Fresno EOC will operate using the SEMS/National Incident functions, principles, and components. It will implement the action planning process; identifying and implementing specific objectives for each operational period.

The City of Fresno EOC will serve as the coordination and communications between the City of Fresno and Fresno County Operational Area EOC. The Operational Area EOC will be activated whenever an emergency or disaster impacts the City, or cities, or special district(s). The Fresno Operational Area EOC will utilize the discipline-specific mutual aid coordinators to coordinate fire, law enforcement, public works, and medical specific resources. Other resource requests that do not fall into these four disciplines will be coordinated by the requesting branch/section/unit within the Appropriate SEMS EOC Section.

INTRODUCTION

This document is operational in design. It serves a secondary use as a planning reference. Departments within the City of Fresno and Special Districts who have roles and responsibilities identified by this plan are encouraged to develop Emergency Operations Plans, detailed Standard Operating Procedures (SOP), and Emergency Response Checklists based on the provisions of this plan. This plan will be used in conjunction with the Fresno County EOP and the State of California Emergency Plan. This plan is referenced in the Fresno County Multi-Hazard Mitigation plan.

Within the City of Fresno, normal day-to-day operations are conducted by the various departments and agencies that are widely dispersed throughout the City of Fresno. The City of Fresno EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. The City of Fresno EOC facilitates a coordinated response by all the departments and agencies that are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation. See page 202 for a breakdown of staffing.

The EOC is maintained by OES staff for operational readiness.

PRIMARY LOCATION¹³

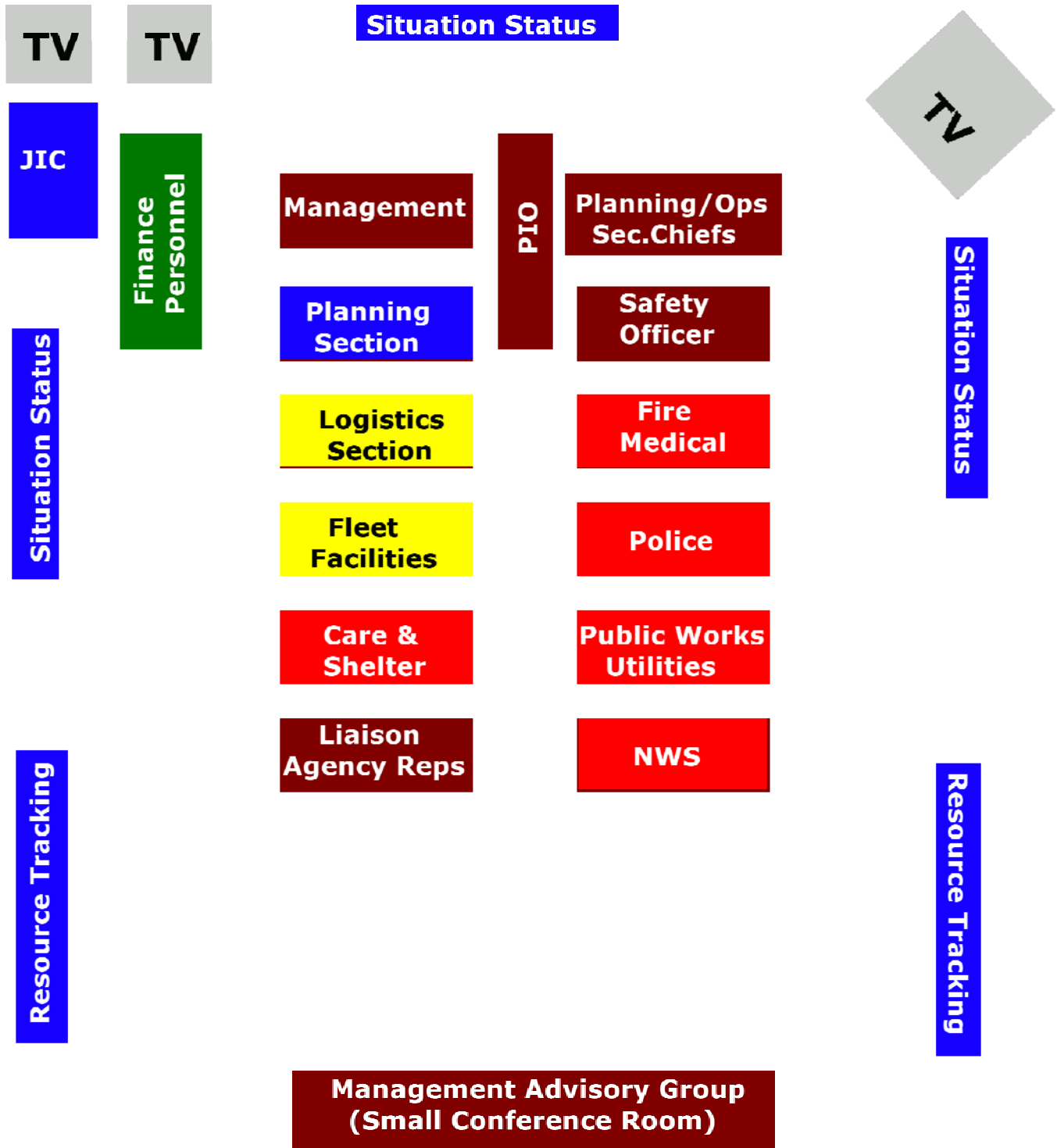
The primary City of Fresno EOC is a borrowed meeting area located at the Municipal Services Building, 2101 "G" Street, Building. A.

ALTERNATE LOCATION

The alternate City of Fresno EOC is located at the Parks and Recreation Community Service Center at California and Elm, in Fresno, California.

Conditions affecting the use of the alternate EOC will be determined by the immediate threat to the overall area of the City of Fresno Municipal Service Center.

PART 3 - 2101"G"ST., BLDG. A -EOC LAYOUT



ACCESS

Access to the City of Fresno EOC via the basement stairs located next to the main entrance on the south side of the Municipal Services Center, Building A. The conference room is located just inside the south entrance door.

PARKING

Parking is available in two parking lots east of the Municipal Services building.

ROOM ARRANGEMENT

The room will accommodate most functions required to operate the City of Fresno EOC. Tables and chairs are available in the City of Fresno EOC to set up the main area. Additional areas within the building can be utilized for the other overhead functions such as communications, finance, logistics, planning, and public information. Refer to the diagram on page 193 for table arrangement.

SUPPLIES

Office supplies, telephones, maps, and other materials are located in a storage room which is in the ECC. A Plain Paper Fax Machine is available for use in the Facilities Management office. Copy Machines are available in the Facilities Management office and the Administrative offices upstairs.

COMMUNICATIONS

A ten-position phone system is located in the communications room; these phones are designated for the City of Fresno EOC (Communications Section), and department representatives from Fire, Police, and Public Works. All numbers are in Part 1, Initial Response Operations, under "Emergency Alert List."

Local cellular phone companies should be contacted to ascertain if they would provide additional cellular phones and portable fax machines during the life of the incident. If this equipment is provided it should be inventoried prior to distribution. The Communications Unit Leader is charged with distribution, documentation, and collection of this equipment.

Two satellite phones are available through the OES Coordinator.

Contact Information Services Department (ISD) for additional telecommunications support or equipment.

COMPUTER EQUIPMENT

The City has a networked facsimile program that can be used to fax computer generated documents to one or as many destinations as desired. The e-mail system can be utilized to notify and update City officials and department heads.

EOC ACTIVATION REQUIREMENTS¹⁴

The City of Fresno EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the City of Fresno EOC must be activated and SEMS used, per the SEMS Regulations (California Code of Regulations, section 2409 (f)):

- The City and one or more cities have declared a local emergency.
- The City requested a Governor's Proclamation of a State of Emergency, a State of emergency is proclaimed by the Governor for the City or two or more cities within the Operational Area.

The three circumstances listed above require an automatic activation of the City of Fresno EOC. The following City of Fresno personnel are authorized to activate the EOC:

- City Manager
- Assistant City Manager
- City Fire Chief
- City Police Chief
- Public Works Director
- Emergency Service Coordinator

EOC ACTIVATION LEVELS AND MINIMUM STAFFING GUIDE PER LEVEL

The City of Fresno has developed criteria that identify the events/situations that would require EOC activation. There are three established levels of activation. For each level, a minimum staffing guide has been developed. An Activation and Staffing Guide is depicted on page 201.

	EVENT/SITUATION	MINIMUM STAFFING
Activation - LEVEL 1	<ul style="list-style-type: none"> Severe Weather Advisory Small Incidents involving two or more City Departments Earthquake Advisory/Prediction – OES Level 1 Flood Watch Activation requested by a Local Government with activated EOC Resource request received from outside City 	<ul style="list-style-type: none"> EOC Director/EOC Coordinator Planning/Intelligence Section Chief Logistics Section Chief Representatives of responding City Departments
Activation - LEVEL 2	<ul style="list-style-type: none"> Moderate Earthquake Major Wild land fire affecting developed area Major Wind or Rain Storm Two or more large incidents involving two or more City Departments Earthquake Advisory/Prediction – OES Levels 2 or 3 Local emergency declared or proclaimed by: <ul style="list-style-type: none"> Two or more Cities Atwater City and one or more Cities The City of Fresno requests a Governor's Proclamation of a State of Emergency A State of Emergency is Proclaimed by the Governor for the City or two or more Cities Resources are requested from outside the Fresno Operational Area 	<ul style="list-style-type: none"> EOC Director/EOC Coordinator All Section Chiefs Branches and Units as appropriate for the situation Representatives of responding City Departments Agency Representatives as appropriate
LEVEL 3	<ul style="list-style-type: none"> Major City-wide or Regional emergency Multiple Departments with heavy resource involvement Major earthquake damage 	<ul style="list-style-type: none"> All EOC Positions

ACTION PLANNING EOC

The use of action plans in the City of Fresno EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

- A process of identifying priorities and objectives for emergency response or recovery efforts
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives

The action planning process should involve the City of Fresno EOC Director/Coordinator, Management Advisory Group, and Section Chiefs along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning/Intelligence Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

INFORMATION AND RESOURCE MANAGEMENT

Within the City of Fresno EOC, the City of Fresno EOC Message Form will be used to provide written communications between the Section/Branch/Unit. Each Section/Branch/Unit will use this form to order disaster/event related resources and to record information to be transmitted to another Section/Branch/Unit. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the City of Fresno EOC Staff.

The City of Fresno EOC message form will not replace face-to-face communications, but will ensure a paper trail of critical verbal communication is maintained (ICS 214).

Critical information and resource requests from member jurisdictions within the Operational Area will be provided electronically using the Response Information Management System (RIMS), if established²³.

Transmission of information to Fresno County EOC will be accomplished electronically using RIMS.

Critical information from the City of Fresno and the Fresno Operational Area will be submitted to the State's Inland REOC on a preliminary report, situation summary, status report, and a flash report.

The Preliminary Report form will be used by the City to transmit information to the State's Inland REOC during the first two hours after an event, if possible:

- **Situation Summary** is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.
- **Status Report** is informational, providing data about the effects of the emergency in several categories. The status report and situation summary will be transmitted to the county and state together.
- **Flash Report** is used to transmit vital and/or time-sensitive information between the city, county, and state outside regularly scheduled situation summaries and status reports.

Resources requests will be made through one of the following processes:

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to operational area mutual aid coordinator to the regional mutual aid coordinator.
- Resource requests from member jurisdictions within the operational area will be coordinated to determine if the resource is available from other local governments or other sources within the operational area. Mutual aid coordinators at each level will keep the Operations Chief informed of the status of resource requests and allocations. mutual aid coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.
- Resource requests from Fresno operational area members must be submitted on RIMS, if established. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the City of Fresno EOC are responsible for ensuring that priorities are followed.
- Resources that are not available within the Operational Area will be requested through the State's Inland Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.
- All other resource requests will be made through the logistics function at each level.

RESPONSE INFORMATION MANAGEMENT SYSTEM (RIMS)²³

The purpose of the RIMS is to improve City of Fresno OES ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to:

- Respond to manage and coordinate requests for resources.
- Collect, process, and disseminate information during and after a disaster.

A dedicated computer with RIMS installed will be set up in the City of Fresno EOC when activated. The following reports or requests will be provided to the Governor's OES via RIMS during and after the emergency or disaster:

- Situation Status Reports
- Mutual Aid Requests
- Local Declarations, Gubernatorial, and Presidential Declaration requests
- After action Reports

FRESNO OPERATIONAL AREA SATELLITE INFORMATION SYSTEM (OASIS)

The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing Fresno County communication resources, which includes a County wide radio system.

Fresno County has seven OASIS telephone lines:

- Sheriff's Department Dispatch Center (1 line, 24 hour).
- County EOC (3 lines)
- County Corporation Yard (3 lines)

COORDINATION WITH FIELD RESPONSE LEVEL²⁴

The City of Fresno EOC is responsible for communications and coordination with City field responders who are responding to both incorporated and unincorporated parts of the City. When no Departmental Operations Centers (DOC) are activated, the IC(s) operating in the field will report directly to the Operations Section Chief in the City of Fresno EOC, via the ECC dispatchers, or through the City of Fresno EOC radio operators, if established.

When City Departments have activated their DOC, the IC will continue to report directly to the Operations Section Chief in the City of Fresno EOC and provide status reports to their DOC.

When the City of Fresno EOC is directly overseeing IC teams, it is operating in a centralized coordination and direction mode.²⁵

COORDINATION WITH STATE AND FEDERAL FIELD RESPONSE

There are some instances where a state or federal agency will have a field response. State agency field response may be the result of a flood fight effort, oil spill, hazardous materials incident, or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the Federal Military Authorities are the IC.

When a state agency or federal agency is involved in field operations, coordination will be established with City of Fresno OES and the appropriate city emergency services office, where the incident occurs. State or federal agencies operating in the field may be found in any ICS Section Branch Unit, or part of a unified command. The incident will determine their location.

COORDINATION WITH CITY OF FRESNO DEPARTMENTAL OPERATIONS CENTERS

The appropriate City of Fresno EOC Section/Branch/Unit will coordinate with DOC to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOC will assist the City of Fresno EOC in supporting field operations.

COORDINATION WITH FRESNO OPERATIONAL AREA EOC MEMBER JURISDICTIONS

Direct communications and coordination will be established between the City of Fresno EOC and the Operational Area. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the operational area EOCs will occur along functional lines.

The City representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area EOC.

COORDINATION WITH SPECIAL DISTRICTS¹²

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments. In the City of Fresno, overlapping boundaries complicates relationships with special districts and local governments. For the special districts that serve more than one local government and/or serve the City of Fresno unincorporated areas, they will coordinate and communicate directly with the City of Fresno EOC.

Ideally, the special district involved in the emergency response will have a representative at the City of Fresno EOC, serving as the focal point of coordination and work with other local government representatives in the City of Fresno EOC. If a special district is unable to send a representative, then the Liaison Officer in the City of Fresno EOC will be responsible for establishing communications and coordination with the special district.

COORDINATION WITH PRIVATE AND VOLUNTEER AGENCIES¹²

Within the City of Fresno, coordination of response activities with many non-governmental agencies may occur, primarily at the local government level. However, the City of Fresno EOC will establish coordination with private and volunteer agencies that have multi-jurisdictional or citywide response roles. The agencies that play key roles in the response should also have representatives at the Operational Area EOC.

Coordination with volunteer and private agencies that do not have a representative may be accomplished through telecommunications, liaison to community councils that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

COORDINATION WITH THE OPERATIONAL AREA EOC AND INLAND REGION EOC

Direct coordination and communications with the Inland Region EOC (REOC) are essential. There is one primary method and one alternate method for the Operational Area to coordinate with the Inland EOC:

- Primary Method - The REOC sends a field representative to the Operational Area.
- Alternate Method -The Operational Area and the REOC coordinate through various telecommunications systems.

Coordination and communications between the Fresno County EOC and the Inland Regional EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the Fresno County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Inland REOC. These coordinators may be functioning from their respective operational area and Regional EOCs or from other locations depending on the situation and the mutual aid system.

RECOVERY DAMAGE ASSESSMENT AND SITUATION REPORTING

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity and extent of the situation and to report the information through established channels. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the City of Fresno.

Damage information will be consolidated and reported to Fresno County EOC, and will be provided to the member jurisdictions of the Operational Area. Field responders will conduct an initial assessment, referred to as a "windshield survey."

GENERAL

The Public Works Branch and Development Department of the City of Fresno EOC will coordinate safety inspections. As significant damages become apparent, the Operations Section Chief should direct the Public Works Branch/Development Department to prepare an Initial Damage Estimate (IDE). Collect all Planning/Intelligence Section documents.

The IDE, when completed, should be forwarded to Fresno County EOC. The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to justify a State of Emergency and to request a Governor's and Presidential Declaration of Emergency.

A detailed assessment of damage in public and private facilities, with more precise dollar loss estimates, will be formulated and forwarded to State OES later, as recovery operations begin. Information needed to determine the operational problems and immediate needs of the community is critical. The specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but must not be collected until the operational problems and immediate needs are collected and analyzed.

Detailed damage assessment information will be used to plan for both short and long-range recovery, which will be given highest priority as the City of Fresno emergency organization transitions from response to recovery operations.

EOP SAMPLE PROCLAMATION²⁷

WHEREAS, Ordinance No. **72-157** of the **City of Fresno** empowers the *Director of Emergency Services** to proclaim the existence or threatened existence of a local emergency when said *City/County* is affected or likely to be affected by a public calamity and the City Council/County Board of Supervisors is not in session, and;

WHEREAS, the *Director of Emergency Services** of the *City of Fresno* does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said *City of Fresno*, caused by _____ (*fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes*); which began on the _____th day of _____, 20____. and; That these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said *City of Fresno*, and; That the City Council of the *City of Fresno* is not in session and cannot immediately be called into session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said *City of Fresno*, and;

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this *City of Fresno* shall be those prescribed by state law, by ordinances, and resolutions of this *City of Fresno*, and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of the *City of Fresno*.

Dated: _____ By: _____
*Director of Emergency Services**

Print Name _____

Address _____

**Insert appropriate title and governing body*

POLICY AND PROCEDURES

When a disaster occurs, emergency responders assessing the nature, severity and extent of the situation will conduct an immediate survey of the City. The emergency responders include the Fire Department, Police Department, California Highway Patrol, and Public Works and Development Department. Information may also be gathered from American Red Cross Damage Assessment Teams.

Field responders will accomplish the initial damage assessment by conducting ground surveys. Ground surveys will require the observation and reporting of damage, casualties, and status of affected areas, and should include the inspection and reporting of facilities essential to public welfare and safety. Field responders will report their observations to the City of Fresno Dispatch Center. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so a determination can be made of whether or not to activate the City of Fresno EOC.

Once activated, the Public Works Professional Engineers will begin safety assessments of the damaged facilities and follow up with the field responders' initial damage assessment.

The Damage/Safety Assessment Unit will manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams will include civil and structural engineers who will inspect both public and private property. The Planning/Intelligence Section will complete and transmit the various situation reports to Fresno County EOC. When no damage is observed, a report will be submitted indicating no observed damage.

As directed by the Operations Section Chief, the Public Works and Development Department will begin completing the Initial Damage Estimate (IDE), which includes the location and description of the damages and provides a rough estimate of the associated dollar loss.

Once completed on RIMS, the IDE will be sent to Fresno County EOC. Reports will be submitted electronically, via RIMS, and will consist of: flash reports, situation reports, and the initial damage estimate.

Flash reports are reports that describe the disaster situation. They may be oral at first, but will be submitted via RIMS as the disaster/event continues. Flash reports will be submitted to the region between situation reports.

Situation reports are completed and submitted via RIMS on a regularly scheduled basis, every two, four, eight, or ten hours. Situation reports define affected areas; identify status of transportation routes, the number of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed.

PUBLIC INFORMATION²⁸

Emergency public information to both the general public and the media will only be provided through the Public Information Branch of the City of Fresno EOC, unless the City of Fresno EOC is not yet activated, in which case the IC will release information based on the facts of the incident. The IC may elect to delegate this authority to a field level Public Information Officer (PIO). All other individuals working at either the field response level or the City of Fresno EOC will refer inquiries from the media or general public to the Public Information Branch or the IC. A

Joint Information Center (JIC) will be established as rapidly as possibly.

EMERGENCY DECLARATIONS²⁷

A local emergency may be proclaimed only by the governing body of a County; City and County; or by an official so designated by ordinance adopted by such governing body. Whenever an official designated by ordinance proclaims a local emergency, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. The governing body shall review, at least every fourteen days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant. However, in no event shall a review take place more than twenty-one days after the previous meeting review.

During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within public order and safety. Such orders, regulations, amendments, and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

REQUEST FOR CONCURRENCE OF A LOCAL EMERGENCY

Following the Declaration of a Local Emergency for the City of Fresno, the City Council may request that the Director, Governor's OES, concur and provide assistance under the State Natural Disaster Assistance Act.

This Act provides financial assistance for the permanent restoration of public real property other than facilities used solely for recreational purposes when it is damaged or destroyed by a natural disaster.

To qualify for state concurrence in a local emergency, a declaration must be made within ten days of the occurrence. A copy of the declaration, along with the information compiled in the damage assessment process, must accompany the request for state concurrence.

REQUESTING GOVERNOR'S PROCLAMATION OF A STATE OF EMERGENCY

After the Declaration of a Local Emergency for the City of Fresno and/or the Fresno Operational Area, the City Council, having determined local forces are insufficient, may request that the Governor proclaim a State of Emergency. The request will be forwarded to the Director, Governor's OES, with a copy of the local emergency declaration and the damage assessment summary.

PART 4 - RECOVERY OPERATIONS ORGANIZATION

The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities to impose pursuant to the police power a curfew for any other lawful purpose.

The City of Fresno working in conjunction with the Fresno Operational Area will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can return to their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to homes and other property
- Restoration of services generally available in communities: water, food, and medical assistance
- Repair of damaged homes and property
- Professional counseling when sudden changes, resulting from the emergency, have resulted in mental anguish and the inability to cope

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. "Recovery" occurs in two phases: short-term and long-term.

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and cleanup, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include some or all the agencies participating in the Operational Area. The major objectives of long-term recovery operations include:

- Coordinated delivery of social and health services
- Improved land use planning
- Improved Fresno Operational Area EOP
- Re-establishing the local economy to pre-disaster levels
- Recovery of disaster response costs
- Effective integration of mitigation strategies into recovery planning and operations

Participating agencies and jurisdictions of the Operational Area will handle the long-term recovery activities on their own, with the exception of improvements made on the Fresno Operational Area EOP. Changes to the plan will be coordinated with all participating members of the Operational Area. Public information during the recovery process will be handled independently by each agency or jurisdiction. However, information will be coordinated among the agencies and jurisdictions.

SHORT-TERM RECOVERY

The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- Utility restoration
- Expanded social, medical, and mental health services
- Re-establishment of City of Fresno Government Operations
- Transportation routes
- Debris removal
- Cleanup operations
- Abatement and demolition of hazardous structures

Each jurisdiction will coordinate its efforts to restore utility services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. The County Health Department will coordinate and conduct Critical Incident Stress Management for emergency response personnel and victims of the disaster event.

For Federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the City of Fresno and other jurisdictions will provide shelter for disaster victims until housing can be arranged.

The City of Fresno will ensure that debris removal and cleanup operations are expedited. Based on the City and other Operational Area Jurisdictions' assessments, structures that pose a public safety concern will be demolished.

LONG-TERM RECOVERY

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction will be responsible for their own approach to mitigation. Mitigation could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by all jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. The City of Fresno, Operational Area Jurisdictions and Special Districts will strive to restore essential facilities to their pre-disaster condition. Restoration may include, but is not limited to, retrofitting, repairing, or reconstructing facilities during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The City of Fresno and other Operational Area Member Jurisdiction redevelopment agencies will play a vital role in rebuilding commercial areas of the Fresno Operational Area.

PART 4 – RECOVERY OPERATIONS ORGANIZATION²⁹

For the City of Fresno, recovery operations will be managed and directed by the City Manager. Recovery issues involving Operational Area Member Jurisdiction and Special Districts will be coordinated and managed between the City Manager and designated representatives.

On a regularly scheduled basis, the City Manager will convene meetings with City department directors, key individuals, and representatives from affected jurisdictions and Special Districts. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations.

The City of Fresno OES Director and Deputy Directors will assist in facilitating and leading the recovery process. City of Fresno departments will also be represented and responsible functions throughout the recovery process. A recovery operations organizational chart is depicted below.

CITY OF FRESNO

RECOVERY OPERATIONS ORGANIZATION CHART³⁰

Recovery Management	Overall Recovery Management
City Manager	Political Process Management
	Recovery Policy Development
	Recovery Decision Making
	Public Information

Operations	Planning & Intelligence	Logistics	Finance & Administration
Debris Removal	Land Use & Zoning	Government Operations	Public Finance
Environmental Reviews	Building Permits	Space Acquisition	Budgeting
Demolition	Building Regulations	Supplies	Contracting
Construction	Code Enforcement	Equipment	Accounting
Building & Safety Inspections	Plan Review	Vehicles	Claims Processing
Utility Services Restoration	Redevelopment Recovery Documentation	Personnel	Taxation
Housing Programs	Hazard Mitigation		Insurance Settlements

PART 4 – RECOVERY OPERATIONS RESPONSIBILITIES

City, Operational Area Jurisdictions, and Special Districts have specific responsibilities in recovering from a disaster. This chart depicts the functional responsibilities assigned to city departments and/or key personnel, operational area jurisdictions, and special districts.

FUNCTION	DEPARTMENTS/AGENCIES
Political process management; interdepartmental coordination; policy development; decision-making and public information	City Manager's Office Special District Management
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections	City Planning Department Jurisdictional Planning Departments
Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews	County Public Health Department
Debris removal, demolition, construction, management of and liaison with construction contractors, and restoration of utility services	City Public Works Departments Jurisdictional Public Works Departments Utility Special Districts
Housing programs; needy assistance programs; oversight of care facility property management; and low income and special housing needs	County Social Services Department Jurisdictional Human Resources
Public finance: budgeting, contracting, accounting, claims processing, taxation, and insurance settlements	City Finance Department Jurisdictional Finance Departments Special District Accounting Offices
Redevelopment of existing areas: planning and financing of new redevelopment projects	City Redevelopment Agency City Redevelopment Agencies
Applications and project management for disaster financial assistance; liaison with assistance providers, and on site recovery support	City of Fresno OES Jurisdictional OES Special District Accounting Offices
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions	District Attorney's Office City Attorney City Council
Government operations and communications: space acquisition, supplies, equipment, vehicles, personnel, and related support	City General Services Jurisdictional Administration

The recovery damage/safety assessment is the basis for determining the type and amount of State and/or Federal financial assistance necessary for recovery. Under the Fresno Operational Area EOC's SOP, an Initial Damage Estimate is developed, during the emergency response phase, to support a request for a gubernatorial proclamation and for the State to request a presidential declaration³¹.

During the recovery phase, this assessment is refined to a more detailed level. This detailed assessment will be needed to apply for the various disaster financial assistance programs. During the recovery phase a list of mitigation priorities will need to be developed by the jurisdictions' departments.

The City of Fresno Public Works Department in coordination with City of Fresno OES and other applicable City Departments will complete the detailed damage/safety assessment. Each Jurisdiction will have responsibility to complete a detailed damage assessment and forward their findings to the City of Fresno OES. Special Districts will, in most cases, complete their own detailed damage assessment.

PART 4 – DOCUMENTATION³²

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to the following:

- Public buildings
- Levees
- Flood control works
- Irrigation works
- City roads
- City streets
- Bridges
- Other public works

Under Federal Disaster Assistance Programs, documentation must be obtained regarding damages sustained to:

- Roads
- Water control facilities
- Public buildings and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the Federal programs.

It will be the responsibility of the City, Jurisdictions, and Special Districts to collect documentation of these damages and submit them to the Recovery Manager for their jurisdiction. Special Districts not within a City should submit documentation to the Operational Area Recovery Manager.

The documenting information should include the location and extent of damage, and estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under Federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. For each jurisdiction and special district, documentation must begin at the field response level and continue throughout the operation of their EOC as the disaster unfolds.

AFTER ACTION REPORTING³⁴

The SEMS regulations require any City, County declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an after action report to the State OES within 90 days of the close of the incident period. The after action report will provide, at a minimum, the following:

Response actions taken:

- Application of SEMS
- Suggested modifications to SEMS
- Necessary modifications to plans and procedures
- Training needs
- Recovery activities to date

The after action report will serve as a source for documenting the City of Fresno Operational Area's emergency response activities, and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An after action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the after action report.

The City of Fresno OES will be responsible for the completion and distribution of the City of Fresno after action report, including sending it to the Governor's Inland Region OES within the required 90-day period.

They may coordinate with the Operational Area jurisdictions and Special Districts in completion of the after action report. The designated emergency services coordinators for each affected Operational Area jurisdiction will be responsible for submitting the jurisdiction's report to the Governor's Inland Region OES within the 90 day period. They may incorporate information from Special Districts.

For the City of Fresno and other Operational Area jurisdictions, the after action report's primary audience will be City and City employees, including management. As public documents, they are accessible to anyone who requests a copy, and will be made available through the City of Fresno's OES.

The after action reports will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the after action report will be collected from questionnaires, RIMS documents, other documents developed during the disaster response, and interviews of emergency responders. The most up-to-date form, with instructions, can be found on RIMS.

AFTER ACTION REPORTS QUESTIONNAIRE³³

INTRODUCTION

The completion of after action reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the Office of Emergency Services (OES) in cooperation with involved state and local agencies complete an after action report within 120 days after each declared disaster.

Section 2450 (a) of the SEMS Regulations states that... "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

USE OF AFTER ACTION REPORTS

After action reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities
- Identification of problems/successes during emergency operations
- Analysis of the effectiveness of components of the SEMS
- Describe and define a plan of action for implementing improvements

The SEMS approach to the use of after action reports emphasizes the improvement of emergency management at all levels. The after action report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

SUPPORTING DOCUMENTS

AFTER ACTION REPORTS STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) GUIDELINES

It may be useful to coordinate the after-action report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of after action reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an after action report which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

AFTER ACTION REPORT PROCESS

Suggested processes for developing after action reports for local governments, state agencies, and for State OES are described below.

LOCAL GOVERNMENT AND STATE AGENCY REPORT PROCESS

1. Assign Responsibility for after action report

This assignment should be initiated as early as possible during the response phase of any emergency, which will require an after action report. Ideally, the person assigned should

have a background in the planning function, be familiar with emergency organization functions, and have an understanding of SEMS.

At both the field and EOC levels in SEMS the responsibility for initiating the after action report process should be assigned to the Documentation Unit within the Planning/Intelligence Function.

At the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the after action report process should be assigned elsewhere within the organization. In many organizations, the same personnel may actually be assigned to the after action report function to provide continuity.

While it may appear to be premature to assign a person to this duty early in an emergency, it actually permits several key things to occur.

- It emphasizes the importance of documentation.
- It allows for early identification of possible system improvements and possible on-the-spot improvements.

SUPPORTING DOCUMENTS AFTER ACTION REPORTS STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) GUIDELINES

- It allows data to be compiled before too much time has elapsed and participants have returned to their normal duties.

Early assignment also allows for establishment of timelines and expedites the actual preparation of the after action report.

2. Initiate the Documentation Process

Documentation actions should be initiated in the early stages of an emergency. Although it may be tempting to forgo documentation during the emergency response, adequate documentation;

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for reimbursement eligibility

Depending upon the situation, different types of documentation comprise the source documents or "data base" for the after action report. Documentation should not be restricted to those reports or forms used exclusively by the planning function, but should include materials from the entire emergency organization. Ideally, key components of this data base such as time-keeping procedures, would be identified as part of pre-event planning and would then be used during an actual event.

There are many types of documentation. Some recommended types include:

- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Response Information Management System (RIMS) forms and locally developed "feeder" forms/reports that support the RIMS forms
- Written messages

- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documentation

3. Data Gathering Methods

Aside from reliance on documentation developed during emergency operations, there are other methods for gathering information. Among these methods are:

- Exit interview or critique forms distributed and completed as personnel rotate out of a function
- Critiques performed at various time frames after an operation. Some critiques may be conducted immediately after an event and may be a fairly informal approach; others may be conducted substantially later, may employ formal and carefully structured workshops
- Surveys distributed to individuals and organizations, after the fact, which can be used either for direct input to the after action report or as a basis for workshop discussions
- After action report research teams, whose function is to gather information; and perhaps, write the applicable portions of the after action report

There are many approaches to structuring and organizing data compilation. Some questions to consider are:

- What is the purpose of the critique or survey?
- Who is the surveys audience?
- Have all key "players" been included in the workshop?
- Does the survey/workshop process permit identification of internal agency-specific improvements?
- Does the survey/workshop process permit identification of external improvements? Do the improvements involve the SEMS levels?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Does the critique/survey format mesh with the after action report format?
- Does the research team understand its assignment and tasks?

4. After Action Report Preparation

A four step process to prepare the after action report for local governments and state agencies is recommended:

1. Compile the results of surveys, critiques, and workshops and sort the information according to the areas covered in the attached sample after action report.
2. Review, analyze and sort documentation according to the areas covered in the attached sample after action report or another format as appropriate to the organization.
3. Prepare after action report drafts and distribute for review and approval to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
4. Prepare final after action report and forward it to the city, operational area, OES Region, or OES Headquarters, as appropriate.

TRANSITION INTO RECOVERY OPERATIONS

As the threat to life, property, and the environment dissipates, the City of Fresno EOC/OES Director will consider deactivating the City of Fresno EOC. The City of Fresno EOC/OES Director will direct Section Chiefs to deactivate their sections, ensuring that each Unit Branch Section provides its logs and files to the Recovery Unit. The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process.

The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the OES Coordinator, the Recovery Unit will prepare the after action report, submitting it to the Fresno Operational Area and State's Inland Region OES within 60 days of the disaster/event.

SEMS FUNCTIONS

Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are the basis for structuring the City of Fresno EOC Organization.

- The **MANAGEMENT** function is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- The **OPERATIONS** function is responsible for coordinating support for local government's emergency response, coordinating inter-jurisdictional responses, and coordinating citywide activities through implementation of the City Incident Action Plan.
- The **PLANNING/INTELLIGENCE** function is responsible for collecting, evaluating, and disseminating information, developing the City action plan in coordination with other functions, and maintaining documentation.
- The **LOGISTICS** function is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.
- The **FINANCE/ADMINISTRATION** function is responsible for financial and other administrative activities.

The duties and responsibilities for these functions are depicted in the All Hazards position checklists, which are provided for each SEMS function. As mentioned in the Concept of Operations Section, the checklists are based on three phases: Activation, Operational, and Deactivation. A generic checklist, which applies to each EOC position for both the activation and deactivation phases, is also provided. Some positions may have unique actions to take under these two phases, which will be noted on their specific checklists.

A City of Fresno EOC Organization Chart is depicted on page 88. The organizational structure for the City of Fresno EOC provides the following features:

- Liaison representation for the operational area member jurisdictions: Fowler, Clovis, Sanger, Reedley, Coalinga, and Mendota;
- Liaison representation for volunteer and private agencies: American Red Cross, Salvation Army, Air National Guard, SPCA, and Citizen's Corp;
- Liaison (field) representation from Governor's OES;
- Operational area mutual aid coordinators from discipline-specific mutual aid systems: Law Enforcement, Fire/Rescue, Public Works, Emergency Medical, and Coroner;
- EOC Safety and Security Officers;
- Public Information Branch to handle all communication and coordination requirements for the public and the media, including staffing and operating a media center.

RECOVERY DISASTER ASSISTANCE³³

State OES responds to and aids in the recovery from emergencies within the State of California under the authorities of the California Emergency Services Act (ESA), the California Disaster Assistance Act (CDAA), the federal Robert T. Stafford Disaster Relief and Emergency Assistance Act, and other legislation.

Within state OES, the Recovery Branch is responsible for managing disaster recovery and providing assistance to local governments and individuals impacted by disasters. The Recovery Branch ensures that state and federal support are provided in an efficient and timely manner throughout the recovery process. The Recovery Branch acts as the grantee for federally funded disaster assistance programs, as grantor for the state CDAA program, and coordinates recovery assistance for individuals, businesses and the agricultural community. The Recovery Branch provides technical support to reduce the costs and streamline the process of future recovery efforts. Additionally, the Recovery Branch ensures that proposed recovery projects are reviewed for environmental concerns and that historical preservation activities are considered.

In support of these responsibilities, the Recovery Branch performs extensive liaison activities with local, state, and federal agencies, legislators, various volunteer and nonprofit organizations, as well as the general public. The Recovery Branch emphasizes recovery preparedness through the coordination of recovery planning efforts, the development of recovery training programs and the involvement in emergency management exercises and drills.

PUBLIC ASSISTANCE (PA)

The Public Assistance Section provides assistance to state agencies, local governments, special districts and eligible private nonprofit organizations that have been impacted by a disaster to achieve a safer future for all California communities. The Public Assistance Section ensures that state and federal support are provided to applicants in an efficient and timely manner in order to assist in recovery from a major disaster or emergency.

INDIVIDUAL ASSISTANCE (IA)

The Individual Assistance Section coordinates with federal, state, local, and voluntary/nonprofit entities to provide recovery assistance following a disaster that impacts individuals and households, businesses, and/or the agricultural community in the State of California.

GRANTS PROCESSING (GP)

Grants Processing Section provides a broad range of services relating to financial and administrative requirements of the Public Assistance (PA) Disaster Grant, California Disaster Assistance Act (CDAA), Fire Management Assistance Grant (FMAG), Emergency Management Performance Grant (EMPG), and Hazardous Materials Emergency Preparedness Grant (HMEP) Programs.

TECHNICAL ASSISTANCE PROGRAMS (TAP)

Technical Assistance Programs (TAP) works on issues that require a degree of technical expertise that may not be available within other discipline areas at OES. TAP provides these services internally within OES, and externally (other state agencies, local government, and when appropriate the private sector).

MITIGATION GRANT PROGRAMS

Hazard Mitigation Grant Program (HMGP) - Provides grants to state and local governments to implement long-term hazard mitigation measures after a major disaster declaration.

Flood Mitigation Assistance (FMA) - Provides funding to assist states and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the NFIP.

Pre-Disaster Mitigation (PDM) - Provides funds to states, territories, Indian tribal governments, communities, and universities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event.

GLOSSARY OF ACRONYMS

ACI	Approved Course of Instruction
ARB	Air Resources Board
ARC	American Red Cross
CAL/EPA	California Environmental Protection Agency
CALTRANS	California Department of Transportation
CBO	Community-Based Organization
CCC	California Conservation Corps
CCR	California Code of Regulations
CDE	California Department of Education
CDF	California Department of Forestry and Fire Protection
CDS	California Department of Social Services
CEG	California Energy Commission
CHP	California Highway Patrol
CIS	Critical Incident Stress
CIWMB	California Integrated Waste Management Board
CNG	California National Guard
COG	Continuity of Government
DCA	Department of Consumer Affairs
DFA	Department of Food and Agriculture
DFG	Department of Fish and Game
DFO	Disaster Field Office
DGS	Department of General Services
DGS/DSA	Department of General Services, Division of the State Architect
DHCD	Department of Housing and Community Development
DHS	Department of Health Services
DI	Department of Insurance

DIR	Department of Industrial Relations
DMH	Department of Mental Health
DMV	Department of Motor Vehicles
DOA	Department of Aging
DOC	Department Operations Center
DOE	Department of Energy
DOF	Department of Finance
DOJ	Department of Justice
DPA	Department of Personnel Administration
DPR	Department of Parks and Recreation
DPR	Department of Pesticide Regulation
DR	Department of Rehabilitation
DRE	Department of Real Estate
DSR	Damage Survey Report
DSS	Department of Social Services
DSW	Disaster Service Worker
DTSC	Department of Toxic Substances Control
DVA	Department of Veterans Affairs
DWR	Department of Water Resources
EDD	Employment Development Department
EEO	Equal Employment Opportunity
EMMA	Emergency Managers Mutual Aid
EMS	Emergency Medical Services
EOC	Emergency Operations Centers
ESA	Emergency Services Act
ESF	Emergency Support Functions
FAX	Fresno Area Express

FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FRP	Federal Response Plan
FTB	Franchise Tax Board
FTS	Field Treatment Site
GIS	Geographic Information System
HMGP	Hazard Mitigation Grant Program
IA	Individual Assistance
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MMAA	Master Mutual Aid Agreement
MMRS	Medical Metropolitan Response System
NGO	Non-Governmental Organization
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEHHA	Office of Environmental Health Hazard Assessment
OES	Office of Emergency Services
OPR	Office of Planning and Research
OSHPD	Office of Statewide Health Planning and Development
OSPR	Office of Spill Prevention and Response
PA	Public Assistance
PAO	Public Announcement Officer
PDA	Preliminary Damage Assessment
PIO	Public Information Officer

PUC	Public Utilities Commission
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
ROC	Federal Regional Operations Center
SAM	State Administrative Manual
SAR	Search and Rescue
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SOC	State Operations Center
SOP	Standard Operating Procedures
SNSP	Strategic National Pharmaceutical Stockpile
USAR	Urban Search and Rescue
USDA	United States Department of Agriculture
VOAD	National Voluntary Organizations Active in Disasters
WRCB	Water Resources Control Board

GLOSSARY OF DEFINITIONS

ACTION PLAN

A plan prepared in a Disaster Field Office, Emergency Operations Center, Unified Command Center, or Incident Command Post, containing the emergency response objectives of a specific Standardized Emergency Management System level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

AMERICAN RED CROSS

A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, registration, and inquiry service.

CALIFORNIA EMERGENCY ORGANIZATION

Civil government organized and augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, the private sector, and community based organizations.

CARE AND SHELTER

A function that provides food, clothing, and housing needs for people on a mass care basis.

CHECKLIST

A list of actions taken by an element of the emergency organization in response to a particular event or situation.

CONCEPT OF OPERATIONS

A general notion of the methods agencies use to organize their response to disasters (such as mutual aid and the Standardized Emergency Management System). Disasters typically progress through identifiable phases and certain responses are appropriate during each of these phases.

CONTAMINATION

Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

CONTINGENCY PLAN

A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

DAMAGE SURVEY REPORT

Under 206.202 of CFR 44, a Damage Survey Report is prepared by an inspection team. The team is accompanied by an authorized local representative who is responsible for representing the applicant and insuring that all eligible work and costs are identified.

DECONTAMINATION/CONTAMINATION CONTROL

Radioactive Materials: The reduction or removal of radioactive material from a structure, area, person, or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated, and letting the material stand. Other Hazardous Materials: Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment methods such as diking.

DISASTER FIELD OFFICE (DFO)

A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control State and Federal efforts which support disaster relief and recovery operations.

DISASTER SERVICE WORKER

Any persons registered with a disaster council or State OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

DISASTER SUPPORT AREA

A special facility where disaster relief resources can be received, stockpiled, allocated, and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

EMERGENCY MANAGEMENT

The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

EMERGENCY OPERATIONS

Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

EMERGENCY OPERATIONS CENTER

A centralized location from which emergency operations can be directed and coordinated.

EMERGENCY PLANS

Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of governmental agencies, mobilization of resources, and public information.

FEDERAL ASSISTANCE

Aid to disaster victims or State or local governments by Federal agencies under the provisions of the Federal Disaster Relief Act (P.L. 93-288), and other statutory authorities of Federal agencies.

FEDERAL-STATE AGREEMENT

A legal document entered into between the State and the Federal government following a Presidential Declaration of an Emergency or Major Disaster. Executed by the Governor, acting for the State, and the FEMA Regional Director, acting for the Federal Government, the agreement shall contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders and regulations, as required and set forth by the type and extent of Federal assistance to be provided.

FIELD TREATMENT SITE

Sites designated by County officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

HAZARD

Any source of danger or element of risk to people or property.

HAZARDOUS MATERIAL

A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

HAZARDOUS MATERIAL INCIDENT

Any release of a material (during its manufacture, use, storage, or transportation) which is capable of posing a risk to health, safety, and property.

INCIDENT COMMAND SYSTEM

The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

LIQUEFACTION

The process of changing from a solid into a liquid.

LOCAL EMERGENCY

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a County, City and County, or City, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

MAJOR DISASTER

Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

MASTER MUTUAL AID AGREEMENT

The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

MEDIA

All means of providing information and instructions to the public, including radio, television, and newspapers.

MITIGATION

Pre-event planning and other actions which lessen the effects of potential disasters. (See also Comprehensive Emergency Management.)

MUTUAL AID

A statewide system, developed under the authority of the California Emergency Services Act, designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

MUTUAL AID AGREEMENT

An agreement authorized under the Emergency Services Act, in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

MUTUAL AID REGION

A subdivision of the State emergency services organization established to coordinate mutual aid and other emergency operations.

NATIONAL WARNING SYSTEM

The Federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

OFFICE OF EMERGENCY SERVICES

Part of the Governor's office, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within California.

OPERATIONAL AREA

An intermediate level of the State emergency services organization, consisting of a County and all political subdivisions within the County.

PLAN

As used by OES, an emergency management document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

POLITICAL SUBDIVISION

Any City, City and County, County, district, or other local government agency or public agency authorized by law. Which lays a foundation for emergency response planning for counties, cities, as well as other political subdivision.

PUBLIC INFORMATION OFFICER

An official responsible for releasing information to the public through the news media.

REGIONAL EMERGENCY OPERATIONS CENTER

The Regional Emergency Operations Center is the first level facility of the Office of Emergency Services to manage a disaster. It provides a single consistent emergency support staff operating from a fixed facility, whose staff are responsive to the needs of the operational areas and coordinates with the State Operations Center.

SEARCH

Systematic investigation of an area or premises to locate persons trapped, injured, immobilized, or missing.

SEICHE

The resonant wave that oscillates in lakes, bays, or gulfs as a result of seismic or atmospheric disturbances.

SPECIAL DISTRICT

A special district is any City or County service area, but not a school district, and not a special assessment district.

STANDARD OPERATING PROCEDURES

A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

The group of principles for coordinating State and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to facilitate the flow of emergency information and resources within and between the organization levels.

STATE EMERGENCY PLAN

The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

STATE OF EMERGENCY

Other duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "State of war emergency," which conditions, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single County, City and County, or City, and require the combined forces of a mutual aid region or regions to combat or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

STATE OF WAR EMERGENCY

Conditions which exist immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon the receipt by the State of a warning from the Federal government indicating that such an enemy attack is probable or imminent.

STATE OPERATIONS CENTER

A facility established by the Office of Emergency Services headquarters in Sacramento to coordinate State operations and the coordination of Federal resources in support of OES Regional Emergency Operations Centers (REOC) during emergencies. The response efforts of State and Federal agencies in support of local government operations will be coordinated as much as possible at the REOC level.

TERRORISM

The struggle between competing principles and ideologies below the level of conventional war.

TERRORISTIC ACT

The use or threatened use of force to achieve a political, social, or religious goal.

VECTOR CONTROL

Actions to limit the spread of disease-carrying insects and animals.

VOLUNTEERS

Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

ANNEX LIST³⁹

Each department/division shall maintain their annexes as per the City of Fresno, state, and federal guidelines and make them available to the EOC.

1. Joint Information Center (JIC)
2. Hazardous Materials Unit
3. Public Works
4. Public Utilities
5. Shelter Operations
6. Police Department Special Operations Unit
7. Facilities
8. Urban Search and Rescue Regional Task Force
9. Airport Certification Manual
10. ISD Server Emergency
11. Article 5 Emergency Services Ordinance – Municipal Code and Charter of Fresno
California - Chapter 2

EMERGENCY OPERATIONS PLAN

CROSSWALK FOR PLAN REVIEW

CROSS REFERENCE

	EMERGENCY OPERATIONS PLAN CROSSWALK ELEMENT		WHERE LOCATED PAGES	REVIEWER COMMENT OR INITIALS
	FORWARD SECTION			
1	Forward /Preface Introduction	Provides a forward preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS SOP Element). <i>This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).</i>	5	
2	Plan Concurrence	Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMSEOP Element).	5	
3	Letter of Approval	Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).		
	Basic Plan			
4	Table of Contents	Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).	1	
5	Purpose	Describes the EOP Purpose (NIMS EOP Element).	11	
6	Scope	Defines the scope of the preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).	11	
7	Authorities and References	Describes the EOP authorities and references (NIMS EOP Element). Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	7	
8	Situation and assumptions	Describes the EOP situation and assumptions (NIMS EOP Element). Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	34	

9	Organization, Roles, and Responsibilities	Describes organizational structures, roles, and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element)		
10	Standard Emergency Management System (SEMS) Based Emergency Organization	Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, Finance/Administration) SEMS EOP Element).	15	
11	Emergency Operations Center Organization	Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element).	197	
12	Involvement of special districts, private, and non-profit agencies	Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).	205 196	
13	Essential Facilities Primary and Alternate EOC	Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element).	197	
14	Essential Facilities-Activation/Deactivation of EOC	Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	200	
15	Essential Facilities-Alternate Government Facilities	Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC)(SEMS EOP Element).	37	
16	Essential Facilities-Americans with Disabilities Act	Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	131 161	
17	Continuity of Government	Provides Persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	37	
18	Vital Record Retention	Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element).	37	
19	Concept of Operations Describes the EOP concept of operations (NIMS EOP Element)	Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	82	
20	Notification and Mobilization	Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format)	82 83	

21	SEMS Coordination Levels	Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operations areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The operational area agreement should also be referenced; and the plan should indicate who performs the operational area responsibilities (SEMS EOP Element).	15-21	
22	Incident Command System (ICS)	Indicates how ICS will be used in the field. This should include the interface between the field incident command post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element). Predesignates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).	15-21	
23	Field/EOC Communications and Coordination	Indicates how the EOC will coordinate and communicate with the field units, operational areas, regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element).	202 203	
24	Field/EOC Direction and Control Interface	Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).	201	
25	Field coordination with Department Operations Centers (DOCs) and EOCs	Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	86 203	
26	Mutual Aid	Includes a general description of mutual aid system and processes (Gov. Sec. Code 8560) (SEMS EOP Element).	17	
27	Emergency Declarations	Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	207-209	
28	Public Information	Includes pre-incident and post-incident public awareness, education, and communications plan and protocols (NIMS EOP Element) Gov. Code Sec. 8560) (SEMS EOP Element).	208	
29	Recovery Overview	Includes a general recovery concept of operations (SEMS EOP Element).	14 210	
30	Recovery Organization	Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	210-214	
31	Recovery Damage Assessment	Describes the damage assessment organization and responsibilities (SEMS EOP Element).	213	
32	Recovery Documentation	Describes the documentation process (SEMS EOP Element).	215	
33	Recovery After-Action Reports	Includes the OES After-Action Questionnaire (SEMS EOP Element).	216-219	
34	Recovery Disaster Assistance.	Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard	162 201	

		Mitigation Grant programs (SEMS EOP Element).		
35	Administration and Logistics	Describes the administration and logistics of the EOP (NIMS EOP Element).	4	
36	Emergency Plan Maintenance and Distribution	Describes EOP development and maintenance (NIMS EOP Element). Who maintains the emergency plan? What is the process? Details schedules for modification, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	4 38 39 40 41	
37	Standard Operating Procedures (SOP) Development	Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).		
38	Training and Exercises	Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).	39 40	
	FUNCTIONAL ANNEXES			
39	Functional Annexes	Contains functional annexes (NIMS EOP Element) suggested annexed should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts or operation.	39 40 233	
40	Management Section	Should include the following activities and responsibilities (SEMS EOP Element).	89	
		Overall EOC Management.	90-102	
		Public Information assignment.	103	
		Identification of a media center.	103	
		Rumor control.	103	
		Public inquiries.	104	
		Provision for public safety communications and policy.	104	
		Identification of a Safety Officer.	105	
		Facility security.	128	
		Agency liaison.	97	
		State/federal field activity coordination.	98	
41	Operations Section	Should include the following activities and responsibilities (SEMS EOP Element).		
		General Warning.	113	
		Special population warning.	113	
		Authority to activate Emergency Alert System.	113	
		Inmate evacuation.	113	
		Traffic direction and control.	113	
		Debris removal.	113	
		Evacuation.	113	
		Evacuation and care for pets and livestock.	113	
		Access control.	113	
		Hazardous materials management.	113	
		Coroner operations.	113	
		Emergency medical care.	113	
		Transportation management.	113	
		Crisis counseling for emergency resp.	113-155	

		Urban search and rescue.	113	
		Disease prevention and control.	113	
			152	
		Utility restoration.	113	
		Flood operations.	113	
		Initial damage assessments.	113	
		Safety Assessments.	113	
		Shelter and feeding operations.	113-131	
		Emergency food and water distribution.	113	
42	Planning/Intelligence Section	Should include the following activities and responsibilities (SEMS EOP Element).		
		Situation status.	158	
			161	
		Situation analysis.	158	
		Information display.	158	
		Documentation.	158	
			164	
		Advance planning.	158	
			161	
		Technical services.	158	
			166	
		Action Planning.	158	
		Demobilization.	158	
			168	
43	Logistics Section	Should include the following activities and responsibilities (SEMS EOP Element).		
		Field incident support.	173	
		Communications support.	173	
		Transportation support.	173	
		Personnel.	173	
		Supply and procurement.	173	
		Resource tracking.	169	
			173	
		Sanitation services.	173	
		Computer support.	173	
44	Finance/Administration Section	Should include the following activities and responsibilities (SEMS EOP Element).		
		Fiscal management.	194	
		Time-keeping.	188	
		Purchasing.	194	
		Compensation and claims.	188	
			192	
		Cost Recovery.	193	
			194	
		Travel request, forms, claims.	194	
	APPENDICES			
45	Appendices	Contains hazard-specific appendices (NIMS EOP element).		
46	Hazardous Materials	Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan (SEMS EOP Element).	31	
47	Dams	If there are dams in the area, the plan should have, or reference, inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations, and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information	29 30	

		required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).		
48	Other Hazards Specific to the Jurisdiction	The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the state is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the state are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).	27-33	
49	Glossary of Terms	Contains a glossary of terms (NIMS EOP Element) Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	227	
50	Resources	Identifies sources for materials and supplies internally and externally (SEMS EOP Element).	177	
51	Contact List	Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	42	
52	Supporting Documentation	Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).	215-222	

